

# **GALVESTON COUNTY**

## **SAFETY POLICY**

### **MANUAL**





# Galveston County Safety Manual

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## Table of Contents

SA001 Workers' Compensation.....	3
SA002 Employee Safety.....	5
SA003 Safety Rules.....	71
SA004 Reporting of Accidents, Injuries and Property Damage.....	89
SA005 Injured Reserve Deputies.....	104
HR013 Drug, Alcohol Abuse, and Smoking .....	106
HR014 Alcohol and Drug Testing Policy for CDL Employees and Safety Positions .....	109
HR016 Use of County Owned Vehicles .....	126
HR027 Emergency Operations.....	137



## *Policy SA001 Workers' Compensation*

*Page 1 of 2*

### Self Insurance

- A. The County self insures its Workers' Compensation Program.
- B.. All Employees and Department Heads injured within the course and scope of their employment are covered by the Workers' Compensation Act as it applies to political subdivisions.
- C. In addition, law enforcement Employees are entitled to such benefits as are set forth in Art. III, §52e of the Texas Constitution.
- D. Adult Probation Department Employees are covered by the State of Texas's Workers Compensation Program.
- E. The Workers' Compensation program is administered by a Third Party Administrator (Administrator). Contact the Human Resources Department with any questions.

### Report of Injury

- A. All injuries sustained by an Employee, no matter how minor, must immediately be reported to the Employee's Supervisor, the Human Resources Department and to the Associate Facilities Manager/Risk Manager. All injuries sustained by a Department Head, no matter how minor, must immediately report an injury to the Human Resources Department and the Associate Facilities Manager/ Risk Manager. Failure to do so could lead to loss of benefits.

### Benefits

- A. Basic salary and medical benefits are provided for in accordance with the terms of the Workers' Compensation Act. Employees who are unable to report to work will automatically be considered on Family and Medical Leave under the Family and Medical Leave Act of 1993.
- B. In addition, beginning with the accrual of weekly income benefits as defined in §408.082 Texas Labor Code, the county will accelerate payment of benefits under the Act to correspond to an amount equal to the Employee's net (take-home) base salary until:
  - 1. The Employee returns or is authorized by his physician to return to work;
  - 2. Twenty-six (26) weeks have expired; or
  - 3. if, in the opinion of the administrator, continued payment of benefits should be discontinued due to fraud or misrepresentation of information concerning a Workers' Compensation claim.



*Policy SA001 Workers' Compensation*

*Page 2 of 2*

Modified Duty Program

- A. The purpose of this modified duty program is to allow those employees who are capable of contributing to the County despite having suffered a work-related illness or injury to return to work.
- B. The modified duty program is not designed to require Employees to work before they are physically capable. The Employee's health will or recovery from their injury should not be compromised. Therefore, it is critical that Employees communicate clearly and regularly to both their treating medical professional and their Supervisor regarding the status of their recovery.
- C. Employees injured on the job who, due to the nature of their work related illness or injury, have medically imposed temporary or permanent restrictions may be required to return to work and perform modified duties.
- D. Department Heads should, prior to placing an Employee on modified duties, obtain the advice of the injured Employee's medical professional.
- E. Under the modified duty program Employees may return to either their previously held position or to a different position. The Employee's Department Head may choose to modify the Employee's duties and responsibilities to reflect recommendations made by the medical professional. The Department Head may, upon approval of the Commissioners' Court, also choose to create a new position, which may differ from the employee's previous responsibilities.
- F. Employee placed at different positions during their recovery period may return to their original position when they are capable of successfully performing their duties.
- G. Employee authorized by their medical professional and requested by their Department Head to return to work under the modified duty program who fail or refuse to comply with the request are subject to disciplinary action up to and including termination.



*Policy SA002 Employee Safety Policy*

*Page 1 of 66*

- A. The safety of employees, clients, and the general public is of paramount importance to both the taxpayers and electorate of Galveston County. In order to promote safe working conditions and encourage safe work habits, the Commissioners' Court of Galveston County has developed this safety policy for use by Employees while conducting their daily operations. It is the County's intention to conduct its business responsibly and in a manner designed to protect the health and safety of its employees.
- B. The main goal of this policy is to reduce or eliminate costly on-the-job injuries. Workers' compensation costs have skyrocketed over the past few years and must be contained before tax rates are affected. The Commissioners' Court places equal importance on providing its employees a safe work environment. It also wishes to promote safe work habits among its employees. Through this policy, and on-going training, it is the Commissioners' Court goal to teach employees safe work procedures.
- C. This policy applies to all Employees, Department Heads, and Elected and Appointed Officials of Galveston County.
- D. Each Employee is primarily responsible for his/her own safety and health. Likewise, the Commissioners' Court expects its employees to work in a safe and responsible manner and report unsafe acts or conditions when they are noted.
- E. The Commissioners' Court has charged its Assistant Facilities Manager to create and maintain an effective safety program that proactively maintains safety in a productive environment.
- F. The goal of the safety program is to reduce or eliminate those hazards which may affect the health and welfare of employees or which may harm the environment. In the Commissioners' Court opinion, safety is not to be compromised and no job is so urgent or so important that it cannot be performed safely.
- G. The County's safety efforts will be coordinated through the Professional Services Department which is under the overall management of the Director of Finance and Administration. Key safety responsibilities will be delegated to designated safety representatives under the direction of the Risk Manager. Department Heads will also be key contributors to the safety effort of the county.



## *Policy SA002 Employee Safety Policy*

*Page 2 of 66*

H. A listing of safety responsibilities and the employee assigned to these tasks is as follows:

1. Associate Facilities Manager
2. Safety Representatives

Employees assigned additional safety-related duties on an as-needed basis. Such Employees are authorized to perform safety audits, assist in Employee training and to promote safe working conditions and work habits to their fellow Employees.

3. Department Heads

Department heads are responsible for ensuring that the Safety Program is implemented and continuously observed in their respective departments. Department heads may delegate day-to-day safety management to their Supervisors.

4. Department Supervisors

Supervisors are the front line in the County's efforts to promote a safe work environment. They are to report accidents promptly and perform the initial safety investigation. These employees are also responsible for reporting any unsafe condition to their Department Head and the Risk Manager for immediate action.

5. Employees

Employees are responsible for understanding and complying with safety procedures. Employees are expected to report any known or suspected unsafe or hazardous condition to their Supervisor. They are also encouraged to notify their Supervisor of concerns, suggestions, or hazards either verbally or in writing.

6. Employee Safety Committee

A group, appointed by the Commissioners' Court, made up of representatives from various departments within the County. The Committee is charged with maintaining cooperation from their co-workers and assuring safe working conditions throughout the County. They are also to advise and educate employees in safe working practices, and to seek preventative measures against unsafe working conditions,



## *Policy SA002 Employee Safety Policy*

*Page 3 of 66*

### Safety Training and Education

- A. New Employees will be provided with training through orientation and routine safety meetings developed by the Risk Manager. They are to receive training in the following areas as required prior to being placed in their jobs:

- i) Management Policy Statement
- ii) Responsibilities
- iii) Hazard Communication Program
- iv) General/Office Safety Rules

They will be required to sign a safety meeting form stating their participation in the meetings.

- B. Safety Meetings are an effective way to encourage and inform employees about developing and following safe work practices. Meetings are encouraged to be held on a regular basis. Supervisors and, to the extent he is available, the Risk Manager will participate in the meetings. Supervisors are responsible for ensuring that employees attend these meetings. Discussions should generally center on the following:

- i) New safety rules
- ii) Changes in procedures or equipment
- iii) New hazardous material introduced into the workplace
- iv) Identifiable areas of increased accidents or new exposures
- v) Training needs

When safety training is provided during safety meetings, employees will be required to sign the attached Safety Meeting Documentation Form to document their participation.

- C. At least annually, training will be provided to Galveston County employees as required in the following areas:

- i) Alcohol and Drug Testing Policy (where required)
- ii) Hazardous Chemicals
- iii) Back Injury Prevention
- iv) Safety Rules/Procedures
- v) Reporting of Unsafe Conditions, Defective Equipments and/or Unsafe Work Practices
- vi) First Aid
- vii) Driver Training
- viii) Lockout/Tagout Training



*Policy SA002 Employee Safety Policy*

*Page 4 of 66*

- D. All safety training will be documented on the attached Safety Meeting Documentation Form. Copies of such documentation is to be furnished to the Associate Facilities Manager.

**Safety Audits/Inspections**

- A. The Associate Facilities Manager, using internal safety personnel perform or using outside safety firms, will arrange to have performed periodic inspections of County departments to ensure compliance with the Safety Policy. Such inspections will be made using the Safety Checklist forms listed in Section D. below. Such inspections may also be conducted with or without prior notice.
- B. Completed documentation of the inspections will be provided to the Risk Manager, the Safety Committee, and the appropriate Department Head for evaluation. The Safety Committee will also utilize such documentation to make safety recommendations.
- C. In addition to safety inspections, safety audits also using County checklists listed in Section D. below will be routinely conducted by a person designated by the Risk Manager. Such audits and checklists will be provided to the Risk Manager, the Department Head, and the Safety Committee for review. Department Heads should keep these safety audits and checklists on file for use in future safety training exercises. These safety audits will be conducted on the following areas and, as described below, on the following occasions:
- i) Job Sites.
  - ii) Facilities. Facility safety checklists should be conducted on a quarterly basis. Completed checklists should be furnished to the Department Head, the Risk Manager, and the Safety Committee.
  - iii) Mobile equipment, such as regular vehicles, trucks and trailers should be inspected by the operator of same on a regular basis. Heavily used equipment such as law enforcement vehicles, crew trucks, bulldozers, graders, and backhoes should be inspected prior to the start of each shift. Inspection worksheets should be completed by each operator on each piece of mobile equipment and turned in to their Department Head or their designee for the vehicle at the end of each shift. These records will be kept for a period of two years.
  - iv) Machinery and tools owned by the County should be inspected by their users and operators on a regular basis. Included in this category are compressors, welding rigs, jackhammers, as well as hand tools,





*Policy SA002 Employee Safety Policy*

*Page 5 of 66*

lawnmowers, portable electrical cords and other similar items. Department heads should establish an assured grounding program, and inspections for this program should also be documented.

D. Self Inspection Checklists

The Associate Facilities Manager has prepared the following Self Inspection Checklists to be used by internal safety personnel outside safety firms. The Index of the Self Inspection Checklists and the Checklists themselves are as follows:

Abrasive Wheel Equipment Grinders	Identification of Piping Systems
Compressed Air Receivers	Industrial Trucks – Forklifts
Compressed Gas & Cylinders	Infection Control
Compressors & Compressed Air	Injury & Illness Program
Control of Harmful Substances by Ventilation	Lockout/Blockout Procedures
Crane Checklist	Machine Guarding
Electrical	Material Handling
Elevated Surfaces	Medical Services & First Aid
Emergency Action Plan	Mowing Operations
Employer Posting	Noise
Entering Confined Spaces	Permit Requirements
Environmental Controls	Personal Protective Equipment & Clothing
Ergonomics	Portable Ladders
Exit Doors	Portable (Power Operated) Tools & Equipment
Exiting & Egress	Power Actuated Tools
Fire Protection	Record Keeping
Flammable & Combustible Materials	Sanitizing Equipment & Clothing
Floor & Wall Openings	Spraying Operations
Fueling	Stairs & Stairways
General Work Environment	Tire Inflation
Hand Tools & Equipment	Transporting Employees & Materials
Hazardous Chemical Exposures	Ventilation for Indoor Air Quality
Hazardous Substances Communication	Walkways
Hoist & Auxiliary Equipment	Welding, Cutting, & Brazing



*Policy SA002 Employee Safety Policy*

ABRASIVE WHEEL EQUIPMENT GRINDERS	YES	NO
Is the work rest used and kept adjusted to within 1/8 inch of the wheel?		
Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?		
Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?		
Are bench and pedestal grinders securely mounted?		
Are goggles or face shields always worn when grinding?		
Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?		
Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or by other permanent wiring method?		
Does each grinder have an individual on and off control switch?		
Is each electrically operated grinder effectively grounded?		
Before new abrasive wheels are mounted, are they visually inspected and ring tested?		
Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?		
Are splash guards mounted on grinders that use coolant to prevent the coolant reaching employees?		
Is cleanliness maintained around grinders?		
Are plexiglass guards in place over each wheel?		



*Policy SA002 Employee Safety Policy*

COMPRESSED AIR RECEIVERS	YES	NO
Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?		
Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than ten percent?		
Is every air receiver provided with a drain pipe and valve at the lowest point for the removal of accumulated oil and water?		
Are compressed air receivers periodically drained of moisture and oil?		
Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?		
Is there a current operating permit?		
Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?		



*Policy SA002 Employee Safety Policy*

*Page 8 of 66*

COMPRESSED GAS & CYLINDERS	YES	NO
Are cylinders with a water weight capacity over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?		
Are cylinders legibly marked to clearly identify the gas contained?		
Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?		
Are cylinders located or stored in areas where they will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons?		
Are cylinders stored or transported in a manner that prevents them creating a hazard by tipping, falling, or rolling?		
Are cylinders containing liquefied fuel-gas stored or transported in a position so the safety relief device is always in direct contact with the vapor space in the cylinder?		
Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?		
Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?		
Are the low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render them unfit for service?		
Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinder's bottom?		



# Galveston County Safety Manual

## Policy SA002 Employee Safety Policy

Page 9 of 66

COMPRESSORS & COMPRESSED AIR	YES	NO
Are compressors equipped with pressure relief valves and pressure gauges?		
Are compressor air intakes installed and equipped to ensure that only clean, uncontaminated air enters the compressor?		
Are air filters installed on the compressor intake?		
Are compressors operated and lubricated in accordance with the manufacturer's recommendations?		
Are safety devices on compressed air systems checked frequently?		
Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked?		
Are signs posted to warn of the automatic starting feature of the compressors?		
Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?		
Is it strictly prohibited to direct compressed air toward a person?		
Are employees prohibited from using highly compressed air for cleaning purposes?		
If compressed air is used for cleaning clothing, is the pressure reduced to less than 10 psi?		
When using compressed air for cleaning, do employees use personal protective equipment?		
Are safety chains or other suitable locking devices used at couplings of high pressure hose lines, where a connection failure would create a hazard?		
Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?		
When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?		
When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?		
Is there combustible dust suspended in the air, which may cause a fire or explosion hazard?		
Is it prohibited to use compressed air to clean up or move?		



*Policy SA002 Employee Safety Policy*

*Page 10 of 66*

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION	YES	NO
Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors, or gases to be controlled, to convey them to a suitable point of disposal?		
Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?		
Are clean-out ports or doors provided at intervals not exceeding 12 feet on all horizontal runs of exhaust ducts?		
Where two or more different types of operations are being controlled through the same exhaust system, will the combination of substances being controlled constitute a fire, explosion, or chemical reaction hazard in the duct?		
Is adequate makeup air provided to areas where exhaust systems are operating?		
Is the intake for makeup air located in such a place that only clean, fresh air will enter the work environment?		
Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?		



*Policy SA002 Employee Safety Policy*

*Page 11 of 66*

CRANE CHECKLIST	YES	NO
Are the cranes visually inspected for defective components prior to the beginning of any work shift?		
Are all electrically operated cranes effectively grounded?		
Is a crane preventative maintenance program established?		
Is the load chart clearly visible to the operator?		
Are operating controls clearly identified?		
Is a fire extinguisher provided at the operator's station?		
Is an audible warning device mounted on each crane?		
Is the rated capacity visibly marked on each crane?		
Is sufficient illumination provided for the operator to perform the work safely?		
Would the crane's design allow the boom to fall backward? If so, are they equipped with boom stops?		
Does each crane have a certificate indicating required testing and examinations have been performed?		
Are crane inspection and maintenance records maintained and available for inspection?		



## Galveston County Safety Manual

### *Policy SA002 Employee Safety Policy*

*Page 12 of 66*

ELECTRICAL	YES	NO
Are your workplace electricians familiar with the National Electric Code?		
Do you specify compliance with National Electric Code for all contract electrical work?		
Are all employees required to report, as soon as possible, any obvious hazard to life or property observed in connection with electrical equipment or lines?		
Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?		
When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked out, and tagged whenever possible?		
Are portable electrical tools and equipment grounded or double insulated?		
Are electrical appliances, such as vacuum cleaners, polishers, and vending machines, grounded?		
Do extension cords in use have a grounding conductor?		
Are multiple plug adapters prohibited?		
Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed?		
Are all temporary circuits protected by suitable disconnecting switches or plug connectors, at their junction, with permanent wiring?		
Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?		
Are flexible cords and cables free of splices and taps?		
Are clamps, or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, and is the cord jacket securely held in place?		
Are all cord, cable, and raceway connections intact and secure?		





ELECTRICAL	YES	NO
In wet or damp locations, are electrical tools and equipment appropriate for the use and location in which they are implemented?		
Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls) determined before digging, drilling, or similar work is begun?		
Are all disconnecting switches and circuit breakers labeled to indicate their use and equipment served?		
Are metal measuring tapes, ropes, hand lines, or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?		
Are disconnecting means opened before fuses are replaced?		
Do all interior wiring systems include provisions for grounding metal parts or electrical raceways, equipment, and enclosures?		
Are all electrical raceways and enclosures securely fastened in place?		
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets and enclosures?		
Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?		
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates?		
Are disconnecting switches for electrical motors in excess of two horsepower capable of opening the circuit when the motor is in a stalled condition? (Switches must be horsepower rated equal to or in excess of the motor hp rating.)		
Is low voltage protection provided in the control device of motors driving machines or equipment which could cause injury from an accidental start?		
Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the "open" position, or are separate disconnectors installed in the circuit within sight of the motor?		
Is the controller for each motor, in the excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?		
Are employees who regularly work on or around energized electrical equipment or lines instructed in cardiopulmonary resuscitation (CPR) methods?		
Are employees prohibited from working alone on energized lines or equipment over 600 volts?		



ELEVATED SURFACES	YES	NO
Are signs posted, when appropriate, showing the elevated surface load capacity?		
Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?		
Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?		
Is a permanent means of access and egress provided to elevated storage and work surfaces?		
Is required headroom provided where necessary?		
Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?		
Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?		



*Policy SA002 Employee Safety Policy*

*Page 15 of 66*

EMERGENCY ACTION PLAN	YES	NO
Are you required to have an emergency action plan?		
Have emergency escape procedures and routes been developed and communicated to all employees?		
Do employees who remain to operate critical operations before they evacuate know the proper procedures?		
Is the emergency action plan reviewed and revised periodically?		
Do employees know their responsibilities:  For reporting emergencies?  During an emergency?  For conducting rescue and medical duties?		



*Policy SA002 Employee Safety Policy*

*Page 16 of 66*

EMPLOYER POSTING	YES	NO
Is the federal Job Safety and Health Protection poster displayed in a prominent location where all employees are likely to see it?		
Are emergency telephone numbers posted where they can be readily found in case of emergency?		
Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and Material Safety Data Sheets (MSDS) been posted or otherwise made readily available to affected employees?		
Are signs concerning exiting buildings, room capacities, floor loading, exposures to x-rays, microwaves, or any harmful radiation or substances posted where appropriate?		
Are other posters properly displayed, such as:		
Equal Employment Opportunity is the Law?		
Rights Under Fair Labor Standard Act?		
Employee Polygraph Protection Act?		
Texas Payday Law?		
Rights Under Family and Medical Leave Act of 1993?		
Retaliation Prohibited By State Law (Whistleblower Act)?		
Texas Hazard Communications Act (Employee Right-To-Know)?		
Texas Commission of Human Rights (Equal Employment Opportunities)?		



## Galveston County Safety Manual

### *Policy SA002 Employee Safety Policy*

*Page 17 of 66*

ENTERING CONFINED SPACES	YES	NO
Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acid or caustics, before entry?		
Before entry, are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials, valved off and blanked or disconnected and separated?		
Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?		
Is either natural or mechanical ventilation provided prior to confined space entry?		
Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentration in the confined space?		
Is adequate illumination provided for the work being performed in the confined space?		
Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?		
Is there an assigned safety standby employee outside the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?		
Are the standby employee and other employees prohibited from entering the confined space without lifelines and respiratory equipment, if the cause of an emergency is questionable?		
In addition to the standby employee, is there at least one other trained rescuer in the vicinity?		



ENTERING CONFINED SPACES		
Are all rescuers appropriately trained and using approved, recently-inspected equipment?	YES	NO
Does all rescue equipment allow for lifting employees vertically from a top opening?		
Are there trained personnel in First Aid and CPR immediately available?		
Is there an effective communication system in place whenever respiratory equipment is used and the employee in the confined space is out of sight of the standby employee?		
Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?		
Is all portable electrical equipment used inside confined spaces either grounded and insulated or equipped with ground fault protection?		
Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside the confined space, torches lighted only outside the confined area, and the confined are tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?		
If employees will be using oxygen-consuming equipment such as salamanders, torches, or furnaces in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?		
Whenever combustible equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?		
Is each confined space checked for decaying vegetation or animal matter which may produce methane gas?		
Is the confined space checked for possible industrial waste that could contain toxic properties?		
If the confined space is below ground and near areas where motor vehicles are operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?		



## Galveston County Safety Manual

### Policy SA002 Employee Safety Policy

Page 19 of 66

ENVIRONMENTAL CONTROLS	YES	NO
Are all work areas properly illuminated?		
Are employees instructed in proper first aid and other emergency procedures?		
Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?		
Are employees aware of the hazards involved with the various chemicals they may be exposed to in their working environment, such as ammonia, chlorine, epoxies, or caustics?		
Is employee exposure to chemicals in the workplace kept within acceptable levels?		
Can an alternate, less harmful method or product be used?		
Is the work area's ventilation system appropriate for work being performed?		
Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?		
Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?		
Are welders and other workers nearby provided with flash shields during welding operations?		
If forklifts and other vehicles are used in buildings or other enclosed areas, are carbon monoxide levels kept below maximum acceptable concentration?		
Has there been a determination that noise levels in the facilities are within acceptable levels?		
Are steps being taken to use engineering controls to reduce excessive noise levels?		
Are proper precautions being taken when handling asbestos and other fibrous materials?		
Are caution labels and signs used to warn of asbestos?		
Are wet methods used, when practicable, to prevent emission of airborne asbestos fibers, silica dust and similar hazardous materials?		
Is vacuuming with appropriate equipment used whenever possible, rather than blowing or sweeping dust?		
Are grinders, saws, etc. that produce respiratory dusts vented to an industrial collector or central exhaust system?		



## Galveston County Safety Manual

### *Policy SA002 Employee Safety Policy*

*Page 20 of 66*

ENVIRONMENTAL CONTROLS	YES	NO
Are all local exhaust ventilation systems designed and operating properly at the airflow and volume necessary for the application? Are the ducts free of obstructions or the belts slipping?		
Is personal protective equipment provided, used, and maintained wherever required?		
Are there written standard operating procedures for the selection and use of respirators where needed?		
Are restrooms and washrooms kept clean and sanitary?		
Is all water provided for drinking, washing, and cooking potable?		
Are all outlets for water unsuitable for drinking clearly identified?		
Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?		
Are employees instructed in the proper manner of lifting heavy objects?		
Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?		
Are employees screened before assignment to areas of high heat to determine if their health conditions may make them more susceptible to adverse reaction?		
Are employees working on streets and roadways, where they are exposed to the hazards of traffic, required to wear a brightly colored safety vest?		
Are exhaust stacks and air intakes located in a way that contaminated air will not be re-circulated within a building or other enclosed area?		
Is equipment producing ultraviolet radiation properly shielded?		





ERGONOMICS	YES	NO
Can the work be performed without eye strain or glare to the employees?		
Does the task require prolonged raising of the arms?		
Do the neck and shoulders have to be stooped to view the task?		
Are there pressure points on any part of the body (wrists, forearms, or backs of thighs)?		
Can the work be done using the larger muscles of the body?		
Can the work be done without twisting or overly bending the lower back?		
Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?		
Are tools, instruments, and machinery shaped, positioned and handled so tasks can be performed comfortably?		
Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on all parts of the body?		



*Policy SA002 Employee Safety Policy*

*Page 22 of 66*

EXIT DOORS	YES	NO
Are exit doors designed and constructed so the path of exit is obvious and direct?		
Are windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings?		
Will exit doors open from the direction of exit travel without the use of a key or any special knowledge or effort, when the building is occupied?		
Is a revolving, sliding, or overhead door prohibited from serving as a required exit?		
Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of exit traffic?		
Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door, even if it's padlocked or otherwise locked on the outside?		
When exit doors open directly onto any street, alley, or other areas where vehicles may be operated, are adequate barriers and warning provided to prevent employees stepping into the path of traffic?		
Are doors that swing in both directions, and are located between rooms where there is frequent traffic, provided with viewing panels in each door?		
Are exit doors at least 36 inches wide?		



## Galveston County Safety Manual

### Policy SA002 Employee Safety Policy

Page 23 of 66

EXITING & EGRESS	YES	NO
Are all exits marked with illuminated exit signs and emergency lighting?		
Are the directions to exits, when not immediately apparent, marked with visible signs?		
Are doors, passageways or stairways, that are neither exits nor can be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.?		
Are exit signs provided with the word "EXIT" in lettering at least 6 inches high and the stroke of the lettering at least 3/4 inch wide?		
Are exit doors side-hinged?		
Are all exits kept free of obstructions?		
Are at least two means of egress provided from elevated platforms, pits, or rooms where the absence of a second exit would increase risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?		
Are there sufficient exits to permit prompt escape in case of emergency?		
Are special precautions taken to protect employees during construction and repair operations?		
Is the number of exits on each floor, and in the building itself, appropriate for the building occupancy load?		
Are exit stairways, which are required to be separate from other parts of a building, enclosed by at least two-hour fire resistive construction in buildings more than four stories in height, and no less than one-hour fire resistive construction elsewhere?		
When ramps are used as part of required exiting from a building, is the ramp slope limited to a one-foot vertical and a twelve-foot horizontal?		
Where frameless glass doors serve as an exit, are the doors fully tempered and up to safety requirements for human impact?		
Are illuminated exits signs functioning properly?		
Is the emergency lighting functioning properly?		



## Galveston County Safety Manual

### Policy SA002 Employee Safety Policy

Page 24 of 66

FIRE PROTECTION	YES	NO
Do you have a fire prevention plan?		
Does your plan describe the type of fire protection equipment and/or system?		
Have you established practices and procedures to control potential fire hazards and ignition sources?		
Is your local fire department well acquainted with your facilities, location, and specific hazards?		
If you have a fire alarm system, is it certified as required?		
If you have a fire alarm system, is it tested annually?		
If you have interior sand pipes and valves, are they inspected regularly?		
If you have outside private fire hydrants, are they flushed at least once a year on a routine, preventative maintenance schedule?		
Are fire doors and shutters in good operating condition?		
Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?		
Are fire doors and shutter links in place?		
Are automatic sprinkler system water control valves, air, and water pressures checked weekly as required?		
Is maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?		
Are sprinkler heads protected by metal guards, when exposed to physical damage?		
Is proper clearance (18 inches) maintained below sprinkler heads?		
Are portable fire extinguishers provided in adequate number and type?		
Are fire extinguishers mounted in readily accessible locations?		
Are fire extinguishers recharged regularly and noted on the inspection tag?		
Are employees periodically instructed in the use of extinguishers and fire protection procedures?		



## Galveston County Safety Manual

### Policy SA002 Employee Safety Policy

Page 25 of 66

FLAMMABLE & COMBUSTIBLE MATERIALS	YES	NO
Are combustible scrap, debris, and waste materials (i.e. oily rags) stored in covered metal receptacles and removed from the work-site promptly?		
Is proper storage practiced to minimize risks of fire and spontaneous combustion?		
Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?		
Are all connections on drums and combustible liquid piping, vapor and liquid tight?		
Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?		
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?		
Do storage rooms for flammable and combustible liquids have explosion-proof lights?		
Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?		
Is liquefied petroleum gas stored, handled and used in accordance with safe practices and standards?		
Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?		
Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the work site?		
Is vacuuming used whenever possible, rather than blowing or sweeping combustible dust?		
Are fire separators placed between containers of combustibles or flammable materials, when stacked one upon another, to assure their support and stability?		
Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?		



## Galveston County Safety Manual

### Policy SA002 Employee Safety Policy

Page 26 of 66

FLAMMABLE & COMBUSTIBLE MATERIALS	YES	NO
Are fire extinguishers selected and provided for the types of materials in areas where they are being used? Class A – Ordinary combustible material fires. Class B – Flammable liquid, gas, or grease fires. Class C – Energized-electrical equipment fires.		
If a Halon fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?		
Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?		
Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?		
Are fire extinguishers mounted so employees do not have to travel more than 75 feet for a "Class A" fire or 50 feet for a "Class B" fire?		
Are employees trained in the use of fire extinguishers?		
Are extinguishers free from obstructions or blockage?		
Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?		
Are all extinguishers fully charged and in their designated places?		
Is a record maintained of required monthly checks of extinguishers?		
Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so water will not be sprayed into operating electrical switch boards or equipment?		
Are "No Smoking" signs posted where appropriate, in areas where flammable or combustible materials are used or stored?		
Are "No Smoking" signs posted on liquefied petroleum gas tanks?		
Are "No Smoking" rules enforced in areas involving storage and use of flammable materials?		
Are safety cans used for dispensing flammable or combustible liquids at a point of use?		
Are all spills of flammable or combustible liquids cleaned up promptly?		
Are storage tanks adequately vented to prevent development of excessive vacuum or pressure as a result of filling, emptying, or atmospheric temperature changes?		
Are storage tanks equipped with emergency venting that will relieve excessive internal Pressure caused by fire exposure? Are spare portable or butane tanks which are used by industrial trucks stored outside, in accordance with regulations?		



*Policy SA002 Employee Safety Policy*

*Page 27 of 66*

FLOOR & WALL OPENINGS	YES	NO
Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrances to stairways or ladders)?		
Are toe boards installed around the edges of a permanent floor opening (where people may pass below the opening)?		
Are skylight screens constructed and mounted to withstand a load of at least 200 pounds?		
Is the glass in windows, doors, glass walls, which are subject to human impact, of sufficient thickness and type for the condition of use?		
Are grates, or similar covers over floor openings, such as floor drains, designed so foot traffic or rolling equipment will not be affected by the grate spacing?		
Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?		
Are manhole covers, trench covers, and similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?		
Are floor or wall openings in fire resistant construction provided with doors or covers compatible with the fire rating of the structure and provided with self-closing features, when appropriate?		



*Policy SA002 Employee Safety Policy*

*Page 28 of 66*

FUELING	YES	NO
Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?		
Are fueling operations conducted with minimal spillage?		
When spillage occurs during fueling operations, is the spilled fuel removed completely, evaporated, etc., before engines are restarted?		
Are fuel tank caps replaced and secured before starting the engine?		
In fueling operations, is there always metal contact between the container and the fuel tank?		
Are fueling hoses of a type designed to handle the specific type of fuel?		
Is the transfer or handling of gasoline in open containers prohibited?		
Are open lights, open flames, or sparking or arcing equipment prohibited near fuel or transfer of fuel?		
Is smoking prohibited in the vicinity of fueling operations?		
Are fueling operations prohibited in buildings, or other enclosed areas, that are not specifically ventilated for this purpose?		
Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles self-closing?		
Are only approved container signs posted?		
Are "No Smoking" and "Stop Engine" signs posted?		





*Policy SA002 Employee Safety Policy*

*Page 29 of 66*

GENERAL WORK ENVIRONMENT	YES	NO
Are all work sites clean and orderly?		
Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?		
Are all spilled materials or liquids cleaned up immediately?		
Is combustible scrap, debris, and waste stored safely and removed from the work site promptly?		
Is accumulated, combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?		
Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?		
Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?		
Are covered metal waste cans used for oily and pain-soaked waste?		
Are all oil and gas-fired devices equipped with flame failure controls that will prevent the flow of fuel if pilots or main burners are not working?		
Are paint spray booths, dip tanks, etc., cleaned regularly?		
Are the minimum number of toilets and washing facilities provided?		
Are all toilets and washing facilities clean and sanitary?		
Are all work areas adequately illuminated?		
Are pits and floor openings covered or otherwise guarded?		



*Policy SA002 Employee Safety Policy*

*Page 30 of 66*

HAND TOOLS & EQUIPMENT	YES	NO
Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?		
Are hand tools, such as chisels or punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?		
Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?		
Are worn or bent wrenches replaced regularly?		
Are appropriate handles used on files and similar tools?		
Are employees made aware of the hazards caused by faulty or improperly used hand tools?		
Are appropriate safety glasses, face shields, and similar equipment worn while using hand tools or equipment which might produce flying materials or be subject to breakage?		
Are jacks checked periodically to assure they are in good operating condition?		
Are tool handles wedged tightly in the head of all tools?		
Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?		
Are tools stored in a dry, secure location to prevent tampering?		
Is eye and face protection used when driving hardened or tempered spuds or nails?		



## Galveston County Safety Manual

### Policy SA002 Employee Safety Policy

Page 31 of 66

HAZARD CHMICAL EXPSORES	YES	NO
Are employees trained in the safe handling practices of hazardous chemicals such as acid, caustics, etc.?		
Are employees aware of the potential hazards involving various chemicals stored of used in the workplace such as acids, bases, caustics, epoxies, and phenols?		
Is employee exposure to chemicals kept within acceptable levels?		
Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?		
Are all containers, such as vats and storage tanks, labeled to indicate their contents?		
Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, or respirators)?		
Are flammable or toxic chemicals kept in closed containers when not in use?		
Are chemical piping systems clearly marked as to their content?		
Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, are adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?		
Have standard operating procedures been established, and are they being followed when cleaning up chemical spills?		
Where needed for emergency use, are respirators stored in a convenient, clean, and sanitary location?		
Are respirators intended for emergency use adequate for the various uses for which they may be needed?		
Are employees prohibited from eating in areas where hazardous chemicals are present?		
Is personal protective equipment provided, used, and maintained whenever necessary?		
Are there written standard operating procedures for the selection and use of respirators where needed?		
If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?		
Are the respirators NIOSH approved for this particular application?		
Are they regularly inspected and cleaned, sanitized, and maintained?		
If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?		



## Galveston County Safety Manual

### *Policy SA002 Employee Safety Policy*

*Page 32 of 66*

HAZARD CHMICAL EXPSORES	YES	NO
Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?		
Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, etc?		
Whenever possible, are hazardous substances handled in properly designed and exhausted booth or similar locations?		
Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents, or mists which may be generated in your workplace?		
Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor degreasing, and is it operating properly?		
Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?		
Is there a dermatitis problem? Do employees complain about skin dryness, irritation, or sensitization?		
Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation??		
If internal combustion engines are used, is carbon monoxide kept within acceptable levels?		
Is vacuuming used, rather than blowing or sweeping dust, whenever possible for clean-up?		
Are materials which give off toxic asphyxiate, suffocating or anethetic fumes, stored in remote or isolated locations when not in use?		



*Policy SA002 Employee Safety Policy*

*Page 33 of 66*

HAZARDOUS SUBSTANCES COMMUNICATION	YES	NO
Is there a list of hazardous substances used in your workplace?		
Is there a written hazard communication dealing with Material Safety Data Sheets (MSDS), labeling and employee training?		
Is someone responsible for MSDS, container labeling, and employee training?		
Is each container for a hazardous substance (i.e. vats, bottles, storage tanks) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?		
Is there a MSDS readily available for each hazardous substance used?		
How will you inform other employers whose employees share the same work area where the hazardous substances are used?		
Is there an employee training program for hazardous substances?		
Does this program include:		
An explanation of what an MSDS is and how to use and obtain one?		
MSDS contents for each hazardous substance or class of substances?		
Explanation of "Right to Know"?		
Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?		
The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?		
Details of the hazard communications program, including how to use the labeling system and MSDS?		
How employees will be informed of hazards of non-routine tasks and hazards of unlabeled pipes?		



*Policy SA002 Employee Safety Policy*

*Page 34 of 66*

HOST & AUXILIARY EQUIPMENT	YES	NO
Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest points of safe travel?		
Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?		
Is the rated load of each hoist legibly marked and visible to the operator?		
Are stops provided at the safe limits of travel for trolley hoists?		
Are the controls of hoists plainly marked to indicate direction of travel or motion?		
Is each cage-controlled hoist equipped with an effective warning device?		
Are close-fitting guards, or other suitable devices, installed on hoists to assure hoist ropes will be maintained in the sheaf grooves?		
Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application, while maintaining two full wraps on the drum at all times?		
Are nip points, or contact points, between hoist ropes and sheaves, which are permanently located within 7 feet of the floor, ground or working platform, guarded?		
Is it prohibited to use chains or rope slings that are kinked or twisted?		
Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling?		
Is the operator instructed to avoid carrying loads over people?		
Are employees, who have been trained in the proper use of hoists, allowed to operate them exclusively?		



*Policy SA002 Employee Safety Policy*

*Page 35 of 66*

IDENTIFICATION OF PIPING SYSTEMS	YES	NO
When non-potable water is piped through a facility, are outlets or taps posted to alert employees it is unsafe and not to be used for drinking, washing, or other personal use?		
When hazardous substances are transported through above-ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?		
When pipeline are identified by color painted bands or tapes, are all visible parts of the line so identified?		
When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals, and at each outlet, valve, or connection?		
When pipelines are identified by color, is the color code posted at all locations where confusion could prove hazardous to employees?		
When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe, near each valve or outlet?		
When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable, and tags installed at each valve or outlet?		
When pipelines are heated by electricity, steam, or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?		



*Policy SA002 Employee Safety Policy*

*Page 36 of 66*

INDUSTRIAL TRUCKS – FORKLIFTS	YES	NO
Are only trained personnel allowed to operate industrial trucks?		
Is substantial overhead protective equipment provided on high lift rider equipment?		
Are the required truck lift operating rules posted and enforced?		
Is directional lighting provided on each industrial truck that operates in an area with less than two-foot candles per square foot of general lighting?		
Does each industrial truck have a warning horn, whistle, gong or other device which can be clearly heard above the normal noise in the area where operated?		
Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?		
Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?		
Are industrial trucks operating in areas where flammable gases or vapors, combustible dust or ignitable fibers, may be present in the atmosphere, approved for such locations?		
Are motorized hand and hand/rider trucks designed so the brakes are applied and power to the drive motor shuts off when the operator releases his/her grip on the device that controls the power?		
Are industrial trucks with internal combustion engines, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?		





*Policy SA002 Employee Safety Policy*

*Page 37 of 66*

INFECTION CONTROL	YES	NO
Are employees potentially exposed to infectious agents in body fluids?		
Have occasions of potential occupational exposure been identified and documented?		
Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?		
Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, or personal protective equipment?		
Are employees aware of specific workplace practices to follow when appropriate, such as hand washing, handling of sharp instruments, handling of laundry, disposal of contaminated materials, or reusable equipment)?		
Is personal protective equipment provided to employees, and in all appropriate locations?		
Is the necessary equipment (i.e. mouth pieces, resuscitation bags, and other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected subjects?		
Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, and detergents/disinfectants to clean up spills?		
Are all equipment and environmental/working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?		
Is infectious waste placed in closeable, leak-proof containers, bags or puncture-resistant holders with proper labels?		
Has medical surveillance, including HBV evaluation, antibody testing, and vaccination been made available to potentially exposed employees?		
How often is training done, and does it cover:		
Universal precautions?		
Personal protective equipment?		



*Policy SA002 Employee Safety Policy*

*Page 38 of 66*

INJURY & ILLNESS PREVENTION PROGRAM	YES	NO
Do you have a written, effective injury and illness prevention program?		
Do you have an employee who is responsible and has authority for overall activities of the injury and illness prevention program?		
Do you have a system for identifying and evaluating your workplace hazards?		
Do you systematically correct these hazards in a timely manner?		
Do you provide training in both general and specific safe work practices?		
Do you encourage employee participation in health and safety matters?		
Do you maintain an ongoing safety training program?		
Do you have a system in place that ensures employees will be recognized for safe and healthful work practices?		
Will employees be disciplined for unsafe safety or health acts?		
Is there a labor-management safety committee?		
If there is no safety committee, is there a system in place for communicating safety and health concerns to employees?		
On construction sites, is a "Code of Safe Practices" posted?		



*Policy SA002 Employee Safety Policy*

*Page 39 of 66*

LOCKOUT BLOCKOUT PROCEDURES	YES	NO
Is all machinery, or equipment capable of movement, required to be de-energized or disengaged, blocked or locked out, during cleaning, servicing, adjusting, or setting up operations, whenever required?		
Is the locking-out of control circuits, in lieu of locking-out main power disconnects, prohibited?		
Are all equipment control valve handles provided with means of locking out?		
Does the lock-out procedure require that stored energy (i.e. mechanical, hydraulic, air) be released or blocked before equipment is locked out for repairs?		
Are appropriate employees provided with individually keyed personal safety locks?		
Are employees required to keep personal control of their key(s) while they have safety locks in use?		
Is it required that employees check the safety of the lockout by attempting a startup after making sure no one is exposed?		
Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:  Are the appropriate electrical enclosures identified?  Are means provided to assure the control circuit can also be disconnected and locked out?		



## Galveston County Safety Manual

### Policy SA002 Employee Safety Policy

Page 40 of 66

MACHINE GUARDING	YES	NO
Is there a training program to instruct employees on safe methods of machine operation?		
Is there adequate supervision to ensure that employees are following safe machine operating procedures?		
Is there a regular program of safety inspection of machinery and equipment?		
Is all machinery and equipment kept clean and properly maintained?		
Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal?		
Is equipment and machinery securely placed and anchored, when necessary, to prevent tipping or other movement that could result in personal injury?		
Is there a power shut-off switch within reach of the operator's position at each machine?		
Can electric power to each machine be locked out for maintenance, repair, or security?		
Are the non-current-carrying metal parts of electrically operated machines bonded and grounded?		
Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?		
Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?		
Are all emergency stop buttons colored red?		
Are all pulleys and belts that are within seven feet of the floor or working level properly guarded?		
Are all moving chains and gears properly guarded?		
Are splash guards mounted on machines that use coolant, to prevent the coolant from reaching employees?		
Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, in-going nip points, rotating parts, flying chips, and sparks?		
Are machinery guards secure and arranged so they do not offer a hazard in their use?		
If special hand tools are used for placing and removing material, do they protect the operators' hands?		



## Galveston County Safety Manual

### *Policy SA002 Employee Safety Policy*

*Page 41 of 66*

MACHINE GUARDING	YES	NO
Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place?		
Do arbors and mandrels have firm and secure bearings and are they free from play?		
Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?		
Are machines constructed to be free from excessive vibration when the largest sized tool is mounted and run at full speed?		
If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?		
Are fan blades protected with a guard having openings no larger than ½ inch, when operating within seven feet of the floor?		
Are saws used for ripping equipped with anti-kickback devices and spreaders?		
Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?		



## Galveston County Safety Manual

### *Policy SA002 Employee Safety Policy*

*Page 42 of 66*

MATERIAL HANDLING	YES	NO
Is there safe clearance for equipment through aisles and doorways?		
Are aisle-ways designated, permanently marked, and kept clear to allow unhindered passage?		
Are motorized vehicles and mechanized equipment inspected daily or prior to use?		
Are vehicle shut off and brakes set prior to loading and unloading?		
Are containers of combustibles or flammable materials, when stacked while being moved, always separated by dunnage sufficient to provide stability?		
Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?		
Are trucks and trailers secured from movement during loading and unloading operations?		
Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?		
Are hand trucks maintained in safe operating condition?		
Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?		
Are chutes and gravity roller sections firmly placed or secured to prevent displacement?		
At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials?		
Are pallets usually inspected before being loaded or moved?		
Are hooks with safety latches or other arrangements used when hoisted materials, so that slings or load attachments won't accidentally slip off the hoist hooks?		
Are securing chains, ropes, chockers, or slings adequate for the job to be performed?		
When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?		
Are Material Safety Data Sheets available to employees handling hazardous substances?		



MEDICAL SERVICES & FIRST AID	YES	NO
Do you require each employee to have a pre-employment physical examination?		
Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?		
If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?		
Are medical personnel readily available for advice and consultation on matters of employee health?		
Are emergency phone numbers posted?		
Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?		
Have first aid kit supplies been approved by a physician, indicating they are adequate for a particular area or operation?		
Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?		



## Galveston County Safety Manual

### Policy SA002 Employee Safety Policy

Page 44 of 66

MOWING OPERATIONS	YES	NO
Do all units have roll bar protection?		
Are seat belts provided?		
Do employees use seatbelts?		
Are slow-moving vehicle emblems on units?		
Are employees trained/certified in operation of the equipment (general)?		
Are employees trained in:		
Proper steering?		
Tip-over control?		
Applying power to prevent upset?		
Avoiding scalping and bumping (i.e. raising/lowering cutting edge)?		
Identifying slop ration 3 to 1?		
Is operator never out of seat when mower is running?		
Are hard hats in use?		
Are orange traffic vests worn by operators?		
Are safety goggles worn by operators?		
Are flags provided for units?		
Are flashers provided for units?		
Are turn signals provided for units?		
Are there any blades that are welded?		
Are screened guards provided behind seat?		
Is pre-spring cleaning of are done?		
Is area policed by operators?		
Are chain guards provided on mowers?		
Do operators check for drop-offs, ravines, soft areas, creek beds, holes, etc.?		
Are operators instructed to move slowly in tall weeds?		





## Galveston County Safety Manual

### *Policy SA002 Employee Safety Policy*

*Page 45 of 66*

MOWING OPERATIONS	YES	NO
Are operators instructed to avoid sharp turns?		
Does operator avoid mowing wet slopes?		
Does operator maintain a 300 ft. distance between other tractors in the area?		
Are liquid ballast used in tires?		
Before any activity, does operator insure that engine is off and blade stopped?		
Does operator use a stick to remove a foreign object from mower housing?		
Is operator instructed on proper fueling?		
Is operator instructed on traffic safety while on traveled roads?		
If units are transported, are proper methods used to secure trailer?		
Is hearing protection required and provided to the operator?		
Is respiratory protection required (dust) and provided to the operator?		



*Policy SA002 Employee Safety Policy*

*Page 46 of 66*

NOISE	YES	NO
Are there areas in the workplace where continuous noise levels exceed 85 dBA?		
Are noise levels being measured using a sound level meter, or an octave band analyzer, and records being kept?		
Have you tried isolating noisy machinery from the rest of your operation?		
Have engineering controls been used to reduce excessive noise levels?		
Where engineering controls are determined not feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?		
Is there an ongoing preventative health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and the use of personal protection?		
Is the training repeated annually for employees exposed to continuous noise above 85 dBA?		
Have work areas where noise levels make voice communication between employees difficult been identified and posted?		
Is approved hearing protection equipment (noise attenuating devices) available to every employee working in areas where continuous noise levels exceed 85 dBA?		
If you use ear protectors, are employees properly fitted and instructed in their use and care?		
Are employees exposed to continuous noise above 85 dBA given periodic audiometric testing to ensure that you have an effective hearing protection system?		



*Policy SA002 Employee Safety Policy*

*Page 47 of 66*

PERMIT REQUIREMENTS	YES	NO
Is a permit obtained for excavations which are five feet or deeper and into which a person is required to descend?		
Is a permit obtained for construction of any building, structure, scaffolding, or false-work more than three stories high or the equivalent height?		
Is a permit obtained for demolition of any building, structure, or the dismantling of scaffolding or false-work more than three stories high or the equivalent height?		
Is a permit obtained for any new construction, new electrical, etc., work?		



*Policy SA002 Employee Safety Policy*

*Page 48 of 66*

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING	YES	NO
Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?		
Are approved safety glasses required to be worn at all times in areas where there is risk of eye injuries such as punctures, abrasions, contusions, or burns?		
Are employees who need corrective lenses (glasses, contacts lenses), in working environments with harmful exposures, required to wear only approved safety glasses, protective goggles, or to use other medically approved precautionary procedures?		
Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals?		
Are hard hats provided and worn where danger of falling objects exists?		
Are hard hats inspected periodically for damage to the shell and suspension system?		
Is appropriate foot protection required where there is risk of foot injuries from heat, corrosive/poisonous substances, falling objects, or crushing or penetrating action?		
Are approved respirators provided for regular or emergency use where needed?		
Is all protective equipment maintained in a sanitary condition and ready for use?		
Do you have eye wash facilities and a quick drench shower within a work area where employees are exposed to injurious corrosive materials?		
Where special equipment is needed for electrical workers, is it available?		



*Policy SA002 Employee Safety Policy*

*Page 49 of 66*

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING	YES	NO
When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?		
Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?		
Are adequate work procedures, protective clothing, and equipment provided and used when cleaning spilled toxic or otherwise hazardous materials or liquids?		



*Policy SA002 Employee Safety Policy*

*Page 50 of 66*

PORTABLE LADDERS	YES	NO
Are all ladders maintained in good condition (i.e. joints between steps, and side rails tight), all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?		
Are non-slip safety feet provided on each ladder?		
Are non-slip safety feet provided on each metal or rung ladder?		
Are ladder rungs and steps free of grease and oil?		
Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?		
Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?		
Are employees instructed to face ladders when ascending and descending?		
Are employees prohibited from using ladders that are broken, missing steps, runs, or cleats, broken side rails, or other faulty equipment?		
Are employees instructed not to use the top step of ordinary step ladders?		
When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least three feet above the elevated surface?		
Is it required that when portable rung or cleat ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?		
Are portable metal ladders legibly marked with signs reading "Caution", "Do Not Use Around Electrical Equipment" or the		



## Galveston County Safety Manual

equivalent?		
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### *Policy SA002 Employee Safety Policy*

*Page 51 of 66*

PORTABLE LADDERS	YES	NO
Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?		
Are employees instructed to only adjust extension ladders while standing at a bases (not while standing on the ladder or from a position above the ladder)?		
Are metal ladders inspected for damage?		
Are the rungs of ladders uniformly spaced at 12 inches, center to center?		



*Policy SA002 Employee Safety Policy*

*Page 52 of 66*

PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT	YES	NO
Are grinders, saws, and similar equipment provided with appropriate safety guards?		
Are power tools used with the correct shield, guard, or attachment recommended by the manufacturer?		
Are portable circular saws equipped with guards above and below the base shoe?		
Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?		
Are rotating or moving parts of equipment guarded to prevent physical contact?		
Are all cord-connected, electrically operated tools and equipment effectively grounded or approved and double insulated?		
Are effective guards in place over belts, pulleys, chains, and sprockets, on equipment such as concrete mixers, air compressors, etc.?		
Are portable fans provided with full guards or screens having openings of ½ inch or less?		
Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?		
Are ground fault circuit interrupters provided on all temporary electrical 15 and 20-ampere circuits, used during periods of construction?		
Are pneumatic and hydraulic hoses on power-operated tools checked for deterioration or damage?		





POWDER ACTUATED TOOLS	YES	NO
Are employees who operate powder-actuated tools trained in their use and carry valid operator cards?		
Do the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health?		
Is each powder-actuated tool stored in its own locked container when not being used?		
Is a sign at least 7" x 10" with bold type reading "Powder-Actuated Tool in Use" conspicuously posted when the tool is being used?		
Are powder-actuated tools left unloaded until they are actually ready to be used?		
Are powder-actuated tools inspected for obstructions or defects each day before use?		
Do powder-actuated tool operators have and use appropriate personal protective equipment such as hardhat, safety goggles, safety shoes, and ear protectors?		



RECORD KEEPING	YES	NO
Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents current?		
Have arrangements been made to maintain required records for the legal period of time for each specific type of record? (Some records must be maintained for at least 40 years.)		
Are operating permits and records current for such items as elevators, air pressure tanks, liquefied petroleum gas tanks?		
Are employee safety and health training records maintained?		
Are safety committee meeting records maintained?		



SANITIZING EQUIPMENT & CLOTHING	YES	NO
Is personal protective clothing or equipment, which employees are required to wear or use, capable of being easily cleaned and disinfected?		
Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?		
Are machines and equipment, which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?		
Are employees prohibited from smoking or eating in any area when contaminants are present that could be injurious if ingested?		
When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?		
Are employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?		
Are employees required to shower and wash their hair as soon as possible after known contact has occurred with a carcinogen?		
When equipment, materials, or other items are taken into or removed from a carcinogen-regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?		



*Policy SA002 Employee Safety Policy*

*Page 56 of 66*

SPRAYING OPERATIONS	YES	NO
Is adequate ventilation assured before spray operations are started?		
Is mechanical ventilation provided when spraying operation is done in enclosed areas?		
When mechanical ventilation is provided during spraying operations, is it arranged so it will not circulate the contaminated air?		
Is the spray area free of hot surfaces?		
Is the spray are at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources?		
Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?		
Is approved respiratory equipment provided and used, when appropriate, during spraying operations?		
Do solvents used for cleaning have a flash point of 100° F or more?		
Are fire control sprinkler heads kept clean?		
Are "No Smoking" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?		
Is the spray are kept clean of combustible residue?		
Are spray booths constructed of metal, masonry, or other substantial noncombustible material?		
Are spray booth floors and baffles noncombustible and easily cleaned?		
Is infrared drying apparatus kept out of the spray area during spraying operations?		



SPRAYING OPERATIONS	YES	NO
Is the spray booth completely ventilated before using the drying apparatus?		
Is the electric drying apparatus properly grounded?		
Are lighting fixtures for spray booths located outside of the booth and the interior lighted through clear panels?		
Are the electric motors for exhaust fans placed outside booths or ducts?		
Are belts and pulleys inside the booth fully enclosed?		
Do ducts have access doors to allow cleaning?		
Do all drying spaces have adequate ventilation?		
Are spray booths equipped with an automatic fire extinguishing system?		
Is the spray booth automatic fire extinguishing system regularly inspected and maintained?		



## Galveston County Safety Manual

### Policy SA002 Employee Safety Policy

Page 58 of 66

STAIRS & STAIRWAYS	YES	NO
Are standard stair rails or handrails on all stairways having four or more risers?		
Are all stairways at least 44 inches wide?		
Do stairs have at least a 6'6" overhead clearance?		
Do stairs angle no more than 50 and no less than 30 degrees?		
Are hollow-pan stair treads and landings filled to noising level with solid material?		
Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7 ¼ inches?		
Are steps on stairs and stairways designed or provided with a surface that renders them slip-resistant?		
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?		
Do stairway handrails have at least 1 ½ inches in clearance between the handrails and the wall or surface on which they are mounted?		
Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?		
Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?		
Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?		
Is the vertical distance between stairways landings limited to 12 feet or less?		
Is a stairway provided to the roof of each building four or more stories in height, provided the roof slope is four in twelve or less?		



*Policy SA002 Employee Safety Policy*

*Page 59 of 66*

TIRE INFLATION	YES	NO
Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?		
Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?		
Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?		
Does the tire inflation control valve automatically shut off the air flow when the valve is released?		
Is a tire restraining device such as a cage, rack, or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?		
Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?		



*Policy SA002 Employee Safety Policy*

*Page 60 of 66*

TRANSPORTING EMPLOYEES & MATERIALS	YES	NO
Do employees who operate vehicles on public thoroughfares have operator's licenses?		
When seven or more employees are regularly transported in a van, bus, or truck, is the operator's license appropriate for the class of vehicle being driven?		
Is each van, bus, or truck used regularly to transport employees equipped with an adequate number of seats?		
When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?		
Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields, and turn signals in good repair?		
Are transport vehicles provided with handrails, steps, stirrups, or similar devices, so placed and arranged that employees can safely mount and dismount?		
Are employee transport vehicles equipped at all times with at least two reflective flares?		
Is a fully-charged fire extinguisher, in good condition, with at least four B:C rating maintained in each employee transport vehicle?		
When cutting tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers that are secured in place?		
Are employees prohibited from riding on top of any load with can shift, topple, or otherwise become unstable?		





*Policy SA002 Employee Safety Policy*

*Page 61 of 66*

VENTILATION FOR INDOOR AIR QUALITY	YES	NO
Does your HVAC system provide at least the quantity of outdoor air required by the State Building Standards Code at the time the building was constructed?		
Is the HVAC system inspected at least annually and problems corrected?		
Are inspection records retained for at least five years?		



*Policy SA002 Employee Safety Policy*

*Page 62 of 66*

WALKWAYS	YES	NO
Are aisles and passageways kept clear?		
Are aisles and walkways marked as appropriate?		
Are wet surfaces covered with non-slip materials?		
Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?		
Is there safe clearance for walking in aisles where motorized mechanical handling equipment is operating?		
Are spilled materials cleaned up immediately?		
Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?		
Are changes of direction or elevations readily identifiable?		
Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?		
Is adequate headroom provided for the entire length of any aisle or walkway?		
Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?		
Are bridges provided over conveyors and similar hazards?		



# Galveston County Safety Manual

## Policy SA002 Employee Safety Policy

Page 63 of 66

WELDING, CUTTING & BRAZING	YES	NO
Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?		
Do all operators have a copy of the appropriate operating instructions and are they directed to follow them?		
Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?		
Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?		
Are precautions taken to prevent mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?		
Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?		
Are cylinders kept away from sources of heat?		
Is it prohibited to use cylinders as rollers or supports?		
Are empty cylinders appropriately marked, their valves closed and valve protection caps on?		
Are signs reading: "Danger – No Smoking, Matches, or Open Lights", or the equivalent, posted?		
Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?		
Is care taken not drop or strike cylinders?		
Unless secured on special trucks, are regulators removed and valve protection caps put in place before moving cylinders?		
Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?		
Are liquefied gases stored and shipped valve-end up with valve covers in place?		
Are employees instructed to never crack a fuel-gas cylinders valve near sources of ignition?		
Before a regulator is removed, is the valve closed and gas released from the regulator?		
Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose? Are pressure-reducing regulators used only for the gas pressures for which they are intended?		



*Policy SA002 Employee Safety Policy*

*Page 64 of 66*

WELDING, CUTTING & BRAZING	YES	NO
Is open circuit (no-lead) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?		
Under wet conditions, are automatic controls for reducing no-lead voltage used?		
Is grounding of the machine frame and safety ground connections of portable machines checked periodically?		
Are electrodes removed from the holders when not in use?		
Is it required that electric power to the welder be shut off when no one is in attendance? Is suitable fire extinguishing equipment available for immediate use?		
Is the welder forbidden to coil or loop welding electrode cable around his/her body?		
Are wet welding machines thoroughly dried and tested before being used?		
Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?		
Do means for connecting cables' lengths have adequate insulation?		
When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?		
Are fire watchers assigned when welding or cutting is performed, in locations where a serious fire might develop?		
Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields? When floors are wet, are personnel protected from possible electric shock?		
When welding is done on metal walls, are precautions taken to protect combustibles on the other side?		
Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors? Is it required that eye protection, helmets, hand shields, and goggles meet appropriate standards?		
Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing? Is a check made for adequate ventilation in and where welding or cutting is performed?		
When working in confined spaces, are environmental monitoring tests taken and means provided for quick removal of welder in case of an emergency?		



*Policy SA002 Employee Safety Policy*

*Page 65 of 66*

Employee Safety Committee

- A. An Employee Safety Committee is hereby established. Members include:
- 1) Associate Facilities Manager (Chair)
  - 2) Emergency Management Coordinator
  - 3) Human Resources Director
  - 4) Road and Bridge Department employee
  - 5) Sheriff Department employee
  - 6) Building Maintenance employee
  - 7) Engineering employee
  - 8) Information Technology employee
  - 9) Parks Department employee
  - 10) Mosquito Control Department Employee
  - 11) Workers' Compensation Specialist
  - 12) Any interested Elected or Appointed Official
- B. The Employee Safety Committee is charged with creating and maintaining employee interest in safety. Accordingly there must be a spirit of cooperation and a commitment to safety as a shared responsibility between Department Heads, Supervisors and Employees. A positive safety attitude influences Employees favorably.
- C. The Purpose of the Safety Committee is to:
- 1) Propose safety policies and procedures regarding the overall safety of the program for the County and recommend their adoption by Department Heads and Supervisors.
  - 2) Arouse and maintain the interest of Department Heads and Supervisors by keeping them informed on safety matters, procedures and techniques.
  - 3) Inform Department Heads of current safety program status regarding goals, experience, training and equipment needs.
  - 3) Stimulate and maintain Employee interest and cooperation in safety matters.
  - 4) Help make safety activities a function of every department's operation and an integral part of operating procedures and methods.
  - 5) Provide an opportunity for free discussion of occupational hazards or potential problems and preventative measures.
  - 6) Evaluate reported unsafe conditions and practices.
  - 7) Evaluate Employee safety suggestions.
  - 8) Review and analyze Employee Workers' Compensation accident summaries or logs.
- D. Safety Committee meetings should use the Safety Meeting Documentation form.



Galveston County Safety Manual

*Policy SA002 Employee Safety Policy*  
SAFETY MEETING DOCUMENTATION FORM

*Page 66 of 66*

Date \_\_\_\_\_ Time \_\_\_\_\_ Department \_\_\_\_\_ Instructor \_\_\_\_\_

Employees Present		Absent
1.	16.	1.
2.	17.	2.
3.	18.	3.
4.	19.	4.
5.	20.	5.
6.	21.	6.
7.	22.	7.
8.	23.	8.
9.	24.	9.
10.	25.	10.
11.	26.	11.
12.	27.	12.
13.	28.	13.
14.	29.	14.
15.	30.	15.
Topics Covered		
1.		
2.		
3.		



*Policy SA003 Safety Rules*

*Page 1 of 18*

- A. All Employees must dress safely for the performance of their assigned duties.
- B. All employees should attend the County's "Right to Know" training program as scheduled by the Associate Facilities Manager.
- C. All employees are to become familiar with the location of Material Safety Data sheets (MSDS), fire extinguishers, eye washers, first aid stations, chemical showers, emergency telephone numbers and escape routes.
- D. Any Employee who fails or refuses to abide by any Safety Rule set forth in this Chapter 31 will be subject to disciplinary action up through and including termination of employment.

Field Employees

- A. All field Employees must utilize personal protective equipment and gear provided by the County whenever it is required.
- B. All field Employees working in or near vehicular traffic must wear reflective outerwear.

General Office Safety

- A. Extension cords:
  - (1) May not be used as a substitute for permanent wiring. Extension cords are permitted only with portable equipment which is not intended to be permanently placed on a desk or other work area.
  - (2) Must be plugged directly into an approved receptacle and should, except for approved multiplying extension cords, serve only one piece of portable equipment.
  - (3) Must have a current capacity of not less than the rated capacity of the portable equipment.
  - (4) Must be maintained in good condition without splices, deterioration, or damage.
  - (5) Must be of the grounded type when servicing grounded equipment.
  - (6) May not be affixed to structures, extended through walls, ceilings, floors, under furniture, doors or floor coverings, nor be subject to environmentally damaging physical impact.
  - (7) Must not be placed across a traffic aisle.
- B. Before entering any area ensure adequate lighting is present.
- C. Since floor surfaces are constantly being wiped or waxed, always use caution when treading on same.
- D. Loose throw rugs are not to be placed on any floor.



*Policy SA003 Safety Rules*

*Page 2 of 18*

- E. Loose or frayed carpeting must be reported to the Director of Facilities immediately.
- F. All floors must be free of pens, pencils, paper clips, paper, boxes and other items that could cause an Employee to slip, stumble or fall.
- G. Employees must never run up or down on stairways or take stairs more than one step at a time.
- H. Employees using stairs must use available handrails, and never carry more than they can carry in one hand while maintaining good visibility.
- I. Office Furniture
  - (1) Employees must never use office chairs, desks or other furniture as a ladder.
  - (2) Employees are to report all broken and defective furniture immediately to their Supervisor.
  - (3) Desks, cabinets, and general work areas must be clean, tidy and orderly at all times.
  - (4) All file cabinets, desks, and table drawers should be kept closed when not in active use.
  - (5) Do not overload the top drawer on any file cabinet.
  - (6) Do not open more than one drawer on any file cabinet.
- J. Paper cutters always require caution. Be sure the paper cutter guard is in place before use. When finished, be sure the paper cutter cutting arm is down and the guard is in place.
- K. Most office equipment is electrically operated. This includes but is not limited to computers, printers, typewriters, calculators, and pencil sharpeners. Employees should be alert for frayed wiring, loose connections and sparks. Employees should report such occurrences to their Supervisor immediately.
- L. Employees who open cartons must:
  - (1) Avoid the use of a razor blade under any circumstances.
  - (2) Use caution.
  - (3) Use only a commercially approved cutter.
  - (4) Have the carton placed on a firm surface.
  - (5) Always cut away from their body and with no one in close proximity.
  - (6) When finished, close and secure the cutter properly.
- M. Paper staplers can be dangerous items when used improperly.
  - (1) Use paper staplers only for its intended purpose.
  - (2) When clearing a jam, do not use sharp instruments such as letter openers or knives.





## *Policy SA003 Safety Rules*

*Page 3 of 18*

- (3) When removing staples, never use fingernails. Use a staple remover.

### N. General Traffic

- (1) When walking in aisles, stairways, and corridors, always walk on the right side. When approaching corners, slow down before turning.
- (2) Never carry pointed articles such as pencils, rulers, scissors, letter openers, etc. in front of you while walking.
- (3) Use extreme caution when approaching doorways, especially if they do not have two-way windows. Also, be aware that a door may swing open towards you.

### Personal Protection

#### A. Eye and Face.

Employees must use provided, suitable eye and face protection where injury may occur from flying objects, glare, liquid splashes, weed eaters, edgers, chemicals, grinding, sand blasting and other potentially hazardous activities.

#### B. Welding.

The welder and all other personnel in the immediate area must wear goggles or transparent face shields during all welding procedures.

#### C. Respiratory Protection.

Proper respiratory protective gear must be worn in confined spaces (e.g., tanks, dangerous air contamination, liquid chlorine, gasses, vapors, fumes, dust, and other areas as instructed).

#### D. Hand, Arm, and Body

Protective gloves must be worn when handling toxic materials and potentially hazardous operations (e.g., acids, welding, sand blasting, sanitation operations, and other work operations which may require aprons and hard hats where applicable).

#### E. Footwear

Employees must wear suitable footwear protection at all times in the performance of their duties. Where slippery, explosive, or toxic solvents are present, employees must wear rubber boots. Wearing of sandals, thongs, sneakers, loafers, or other similar footwear will not be acceptable during work hours for employees serving in laborer, maintenance, construction, or inspection positions.



## *Policy SA003 Safety Rules*

*Page 4 of 18*

### F. High Visibility Gear

Employees must wear a County provided high visibility vest when:  
Working early or late hours where there is not enough natural light by which to work;  
Exposed to vehicular traffic in streets and alleys; or Directing traffic as required

### G. Lifelines

Employees must wear required lifelines and lanyards when working in overhead positions and trenches.

## Handling and Storage

### A. Lifting and Carrying

- (1) All employees must attend "Protect Your Back" training sessions as they are scheduled by the Risk Manager.
- (2) Employees should:
  - (a) Know their lifting and carrying capabilities and boundaries and stay within them.
  - (b) Size up the item and only lift what they can handle easily.
  - (c) Whenever possible, face in the direction the Employee plans to go before lifting.
  - (d) Get as close as possible to the object to be lifted, squat down keeping their back straight and using a smooth motion with a firm grip, stand up using their legs.
  - (e) Bring load close to the body and proceed in normal steps.
  - (f) Not overextend themselves.
  - (g) Stop and rest if necessary.
  - (h) Do not overload themselves.
  - (i) If necessary, ask a fellow Employee for assistance and divide the load, or obtain the proper equipment to move heavy materials.
  - (j) Immediately report to their Supervisor any pain or other symptoms, however slight.

### B. Stacking Material

Keep piles neat, firm, straight, and level.

Keep aisles, stairways, and exits free and clear at all times.

Use proper protective gear when handling sharp or rough objects.



## *Policy SA003 Safety Rules*

*Page 5 of 18*

All plastic containers, cans or drums, which have a usable product in them must be sealed and properly labeled with correct information required by law. Avoid the mixing and transferal of products when possible.

Maintain good housekeeping and do not allow rubbish, oily rags, or other combustible materials to accumulate.

Do not stack combustible or flammable materials next to heat generating machinery.

### C. Hazardous Materials

- (1) Hazardous material can be found virtually in every workplace. It may vary from a few ounces in aerosol cans to several thousand gallons in bulk storage tanks. All Employees must attend "Right to Know" training as they are scheduled by the Risk Manager.

Employees assigned to working with these materials must always:

- (a) Be up to date on all handling procedures.
- (b) Be constantly aware of all potential dangers.  
Be licensed as required by law.
- (3) Each and every container, regardless of size or substance must be sealed and properly labeled at all times as required by law. Never mix or transfer toxic chemicals.
- (4) Storage site areas are never to be left open, unlocked, or unattended.
- (5) Whenever in doubt, never assume. It could prove fatal.
- (6) All Employees are to become familiar with the location of Material Safety Data Sheets (MSDS), fire extinguishers, eye washers, first aid stations, chemical showers, emergency telephone numbers and escape routes.

### Confined Spaces

- A. Employees and supervisors who work in confined spaces must attend confined space safety training as they are scheduled by the Risk Manager.
- B. Examples of confined spaces include tanks, manholes, sewers, excavations, casings, and smoke-filled rooms. Confined space can be very dangerous, and caution should be exercised when working in these areas.
- C. Planning and Preparation
  - (1) Safe entry into confined spaces begins with proper planning and preparation. Each Employee involved should share in the planning step-by-step.
  - (2) Prepare the space for entry and review all work to be done in the confined area. Organize any tools and equipment. Use only safe, grounded, explosive-proof items.



*Policy SA003 Safety Rules*

*Page 6 of 18*

- (3) Define and review all safety equipment, respirators, goggles, gloves, helmets, lifelines, ample lighting and communication at the work site (i.e., rescue procedures).
- (4) Use lockouts and tags to prevent accidental startup of equipment while someone is working in the confined space. Cut off steam, water, gas or power lines that enter the confined space.
- (5) Before entering confined area and during work procedures, test the air quality of the space from top to bottom for oxygen, combustibility, and toxicity. Ventilate the space if necessary to maintain an oxygen level of at least 19.5 percent.
- (6) Proper respiratory protective gear must be worn in confined spaces (e.g., tanks, dangerous air contamination, liquid chlorine, gases, vapors, fumes, dust, and other areas as instructed).
- (7) No Employee may enter a confined space without a back-up partner.

D. Back Up

In spite of these precautions, emergencies can still occur with someone inside a confined space. Employee safety usually depends on quick rescue. Consequently, Employees involved in entering confined spaces should be familiar with rescue procedures. Safety precautions shall include the following:

Not only a safe entry, but also a safe exit.

An emergency plan if an Employee becomes injured or loses consciousness.

Wrist or full harness with safety line attached.

Another employee standing by.

Trenching and Shoring

- A. Supervisors of excavation operations must attend excavation training as scheduled by the Risk Manager, be knowledgeable about the soil and rock formations that might be encountered during excavation operations, and be familiar with OSHA Excavation Standards (29 CFR, Part 1926, Subpart P).



*Policy SA003 Safety Rules*

*Page 7 of 18*

- B. Trenches less than four feet deep must be protected when examination indicates that ground movement might be expected.
- C. Trenches four feet or more in depth must always be shored, sheeted, braced, sloped, or otherwise supported by means strong enough to protect the Employee.
- D. All materials used in support systems must be in good serviceable condition and of proper dimensions.
- E. Constant examination is required due to such factors as variation in water content, exposure to air, sun, rain, loading and unloading operations, on-site vibrations from equipment or traffic, and the type of soil, sand, or gravel being used.

Machine and Equipment Safety

- (1) Only trained and authorized operators shall be permitted to operate County machinery/equipment.

Each County park and other facility must maintain a list of authorized operators.

The equipment manufacturer's training program will be used in all cases.

All machinery and equipment is to be maintained in accordance with the manufacturer's recommendations.

If at any time a piece of equipment or machinery is found to be in need of repair, defective, or in any way unsafe, it must be taken out of service until it has been restored to a safe condition.

All County equipment and machinery which is operated under its own power must have back-up protection installed and in use at all times.

When machinery and equipment is fueled, the following minimum standards must be maintained:

- (a) Always fuel machinery and equipment with the engine turned off.
- (b) Always have an Employee with an approved fire extinguisher standing "fire watch" while the machinery is being fueled.
- (c) Always fuel machinery and equipment while the engine is cool. Generally, fueling should take place at the beginning or end of the workday. If fueling must take place during the workday, the Employee should allow the engine to cool before commencing fueling operations.



*Policy SA003 Safety Rules*

*Page 8 of 18*

B. Machine Guarding

- (1) Only equipment that has all required guards may be purchased and used in the workplace.
- (2) Employees must use provided machine guards and not remove them.
- (3) Employees may not disable or over-ride "dead man" throttles or controls.
- (4) Fixed machine guards for moving parts and point-of-operation protection devices will be inspected during safety inspections.
- (5) Any County machine that has a guard removed or is not in safe operating condition will be taken out of service until repaired or the missing guard is replaced.
- (6) No Employee will be allowed to operate any machine until the Employee becomes knowledgeable in the machine's safe operation.

C. Hand and Power Tools

- (1) Employees must:
  - (a) Inspect all tools before using and may not use tools known to be worn out or defective.
  - (b) Use tools only for their designated application.
  - (c) Not use tools with mushroomed heads, sloppy connections, split or broken handles or other defects.
  - (d) Make sure electrical tools are grounded, double insulated, or have an operable ground fault interrupter in the circuit.
  - (e) Disconnect power tools and machines from their power source before making adjustments or attachment changes.
  - (f) Determine that all air-powered tools have safety clips or retainers on all connectors.
  - (g) Not remove guards or safety devices or use power tools that have such devices defective or missing.
  - (h) Inspect abrasive wheels for cracks, chips, or other defects before use.



*Policy SA003 Safety Rules*

*Page 9 of 18*

(i) Not use any power tool that they are not qualified to use.

D. Abrasive Wheel Equipment

- (1) The work rest must be kept adjusted to within 1/8 inch of the wheel. The adjustable tongue on the topside of the grinder must be kept adjusted to within ¼ inch of the wheel.
- (2) Side guards must cover the spindle, nut and flange 75% of the wheel diameter.
- (3) Bench and pedestal grinders must be permanently mounted.
- (4) Goggles or face shield must always be worn when grinding.
- (5) The maximum RPM rating of each abrasive wheel must be compatible with the RPM rating of the grinder motor.
- (6) Fixed or permanently mounted grinders must be connected to their electrical supply system with metallic conduit or by other permanent wiring method.
- (7) Each grinder must have an individual on and off control switch. The switch must be easily accessible any time the machine is operated.
- (8) Each electrically operated grinder is effectively grounded. Do not defeat the grounding mechanism, especially by using non-three prong plug adapters.
- (9) Note the method by which new abrasive wheels are mounted. Visually inspect and ring test new abrasive wheels.

The dust collectors and powered exhausts provided on grinders must be used in operations that produce large amounts of dust.

The splashguards mounted on grinders that use a coolant must be mounted so that no one is ever splashed with coolant.

The work area around a grinder must be kept clean at all times.



*Policy SA003 Safety Rules*

*Page 10 of 18*

A. Ladder Safety

- (1) Before each use, all ladders must be inspected for damaged rungs and split or cracked side rails. Faulty ladders are to be tagged as such and immediately taken out of service.
- (2) Employees must face the ladder when ascending or descending.
- (3) Ladders placed in doorways, walkways, or other congested areas must be barricaded or guarded.
- (4) The top of portable ladders must be extended 36 inches above the landing and be properly secured.
- (5) Employees who work from special hanging ladders must be protected from falling. A safety line, safety belt and lanyard, or safety harness must be used.
- (6) All straight ladders must have non-skid feet.
- (7) When using a straight ladder, a second employee must remain at the bottom of the ladder and keep it secured.
- (8) Metal ladders may not be used where there is a possibility of electrical contact.
- (9) Job built ladders must conform to all OSHA standards.

B. Scaffold Safety

- (1) All scaffolds, whether fabricated on site, purchased, or rented, must conform to the specifications found in ANSI A10.8, Safety Requirements for Scaffolding.
- (2) Rolling scaffolds must maintain a 3:1 height-to-base ratio.
- (3) The footing or anchorage for a scaffold must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose bricks, or concrete blocks must not be used to support scaffolds or planks.
- (4) No scaffold may be erected, moved, dismantled, or altered unless supervised by Employees trained for such purposes.





*Policy SA003 Safety Rules*

*Page 11 of 18*

- (5) Scaffolds and their components must be capable of supporting at least four times the maximum intended load without failure.
- (6) Guardrails and tow boards must be installed on all open sides and on the ends of scaffolds and platforms more than ten feet above ground.
- (7) Scaffolds four feet to ten feet in height having a minimum horizontal dimension in either direction of less than 45 inches must have a standard installed on all open sides and on the ends of the platform.
- (8) Wire, synthetic, or fiber rope used for suspended scaffolds must be capable of supporting at least six times the rated load.
- (9) No riveting, welding, burning, or open flame work may be performed on any staging suspended by means of fiber or synthetic rope.

Treated fiber or approved synthetic ropes must be used for or near any work involving the use of corrosive substances.

Housekeeping and Maintenance

- A. Work areas will be kept free of objects on the ground or floor to reduce the hazards of slips and falls.
- B. Oil, grease, liquids and other slippery substances will not be allowed to remain on walking surfaces but must be immediately cleaned.
- C. Oily rags will be placed in closed metal containers until disposed.
- D. Passageways, ramps, and stairways will not be used for storage areas and will be kept clear at all times.
- E. Work areas, exits, and aisle spaces will not be used for storage areas and will be kept clear at all times.
- F. Exposure to electrical cords will be kept to a minimum.
- G. Specific storage areas will be established and all materials will be stored using proper and safe storage methods.
- H. Worn or frayed carpets or carpets with open seams or curled edges will not be permitted.



*Policy SA003 Safety Rules*

*Page 12 of 18*

- I. Loose floor tiles or mats will not be permitted.
- J. Walking surfaces will be kept clear of debris, dust, oil, paint, or spray residue, granular materials, sand, mud, ice, and other slippery traction-robbing materials.
- K. Standing water will not be permitted to remain on any interior walking surface.
- L. Adequate lighting will be provided so employees can safely perform their assigned tasks.
- M. Adequate ventilation will be provided to prevent accumulation of toxic fumes or flammable vapors.
- N. Refuse will be removed from the building on a regular basis and stored away from the building until picked up and disposed.
- O. Accumulations of ice and snow will be removed from sidewalks in a timely fashion in order to prevent slips and falls.
- P. Sidewalks and parking areas will be provided with adequate illumination.
- Q. All building exits will be properly marked.
- R. Boiler rooms, utility rooms, and other similar rooms will not be used for storage of combustible materials.

Fire Protection and Prevention

- A. The County will have an adequate number of UL approved portable fire extinguishers. Portable fire extinguishers will be of the A:B:C type and provided throughout each location, as required by municipal ordinance or state law.
  - B. Portable extinguishers will be mounted in highly-visible or easily-accessible areas. Signs will be mounted, identifying the location of all fire extinguishers.
  - C. All portable fire extinguishers will be inspected annually by a qualified outside individual. An inspection tag will be attached to each extinguisher to indicate the date of the last inspection.
  - D. Portable fire extinguishers will be in each County vehicle.
  - E. All fire fighting equipment will be conspicuously located and periodically inspected.
  - F. An alarm system will be established to alert employees on the job site for an emergency.
- The local fire department emergency number will be conspicuously located near telephones.



*Policy SA003 Safety Rules*

*Page 13 of 18*

G. Employees should:

- (1) attend training sessions scheduled by the Risk Manager on how to fight different types of fires and the proper use of different types of extinguishers for each type of fire.
- (2) Obey all "No Smoking" signs. Galveston County has instituted a no smoking policy throughout the County. There are no designated smoke areas on County property.
- (3) Use only approved containers for storage of flammable liquids.
- (4) Wash tools and materials only in approved solvents. Never use gasoline or other highly flammable products.
- (5) Not store flammable liquids in areas used as passageways, stairways, or exits.
- (6) Keep all combustible materials (wood, paper, and liquids) least 10 feet away from gas fired heaters unless the heater is in an enclosed area.
- (7) Store all flammable liquid, not for immediate use, properly in its designated area.

F. Where a sprinkler system exists, the system will be inspected by a licensed company on an annual basis. Employees will be trained on its operation.

Welding and Cutting

A. The performing of welding and cutting operations exposes the employee possible injury and structures and items to damage by fire. The safety rules listed below are designed to help minimize such incidents from occurring.

B. Gas Welding and Cutting

- (1) When performing gas welding and cutting operations, a portable fire extinguisher is required to be immediately available.
- (2) Gas cylinders will never be moved or stored unless valve protection caps are in place. The only exception occurs when the gas cylinders are secured to a wheeled cart.
- (3) Store and move cylinders in a secured upright position.
- (4) Make sure regulators, hoses, couplings, and tip connections are in good condition (no breaks, damaged or cracked glass, or oil contamination).



*Policy SA003 Safety Rules*

*Page 14 of 18*

- (5) Do not interchange hose connections between fuel gas and oxygen.
- (6) Do not use matches or hot work to light torches.
- (7) Do not weld or cut in or near flammable materials, especially paints, dusts, gases or vapors.
- (8) Do not use compressed gas for comfort cooling, blowing dust from clothing, or for cleaning work areas.
- (9) Always wear suitable eye and face protection when engaged in welding, cutting, or heating materials.
- (10) When leaving torch unattended, turn off gas valves at cylinders.
- (11) Check area before and after welding for fire hazards.
- (12) A Back flash preventer should be installed between the torch and the gas cylinders to prevent back flash.
- (13) Report faulty or defective equipment to your Supervisor.
- (14) A fire watch is required whenever welding or cutting is performed in locations where there are combustibles or flammable materials closer than 35 feet to the point of operation.
- (15) Before cutting or welding is permitted, the Employee performing to operation will inspect the area. He/she will point out the potential hazards to the firewatcher.
- (16) The firewatcher will have fire-extinguishing equipment readily available and be trained in its use. He/she will be familiar with the procedure for sounding an alarm in the event of a fire.
- (17) The firewatcher will watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment, or otherwise sound the alarm.
- (18) A fire watch will be maintained for at least 30 minutes after the completion of welding or cutting operations to detect and extinguish possible smoldering fires.
- (19) Only trained and authorized employees are permitted to perform welding and cutting operations.



*Policy SA003 Safety Rules*

*Page 15 of 18*

C. Arc Welding

- (1) When performing arc welding and cutting operations, a portable fire extinguisher is required to be immediately available.
- (2) Always wear proper eye and face protection. Gas welding goggles are not adequate against arc welding rays.
- (3) Know proper procedures before operating an arc welder.
- (4) Inspect cables and electrode holders for exposed conductors or cracked insulation, repair as needed.
- (5) Report faulty or defective equipment to your Supervisor.
- (6) Make sure that grounding is adequate.
- (7) Never wrap leads around parts of your body.
- (8) Use a proper safety harness or belt when working in elevated locations that are six feet or more above the ground or work platform.
- (9) Before making adjustments to any part of the electric welding equipment, be sure the current has been halted.
- (10) Do not look at welding operations without adequate eye protection.

Lockout Program

A. General Information

Galveston County complies with the OSHA CONTROL OF HAZARDOUS ENERGY (LOCKOUT-TAGOUT) STANDARD, CODE OF FEDERAL REGULATIONS 1910.147 by:

- (1) Developing and implementing this program,
- (2) Establishing responsibility for the implementation, training, maintenance, and auditing of this program,
- (3) Identifying systems that require Lockout, and
- (4) Defining the Lockout procedure to be used.



*Policy SA003 Safety Rules*

*Page 16 of 18*

- (5) This program establishes the minimum requirements for the lockout of energy isolating devices. It will be used to ensure that equipment is isolated from all potentially hazardous energy and locked out before employees perform any maintenance activities where the unexpected start-up or release of stored energy could cause injury.

When term "Lockout" is used, it means that a lockout device, usually a key or combination lock, must be used to secure a piece of equipment's power source in the "off" position.

**B. Responsibility**

Although only authorized Employees are permitted to perform Lockout procedures and remove all locks, all Employees need to understand this Lockout Program.

- (1) The Risk Manager is responsible for the following items:
  - (a) The program development,
  - (b) Identifying the equipment that requires Lockout,
  - (c) Developing procedures to be used, and
  - (d) Auditing the Lockout Program.
- (2) The Associate Facilities Manager also is responsible for the following items:
  - (a) Procedure development and equipment identification,
  - (b) Training all existing and new Employees,
  - (c) Enforcing the requirements of this program, and
  - (d) Auditing the Lockout Program.

**C. Lockout Procedures**

The following steps will be used to prevent accidents during the repair and maintenance of equipment:

- (1) Remember to think, plan, and check. Think through the entire procedure and identify all parts of any equipment that needs to be shut down. Locate switches, valves, or other devices that need to be locked out.
- (2) Communicate, and let others know when and why you are shutting down the equipment.



*Policy SA003 Safety Rules*

*Page 17 of 18*

- (3) Locate all power sources. This includes hydraulic, pneumatic, chemical, thermal, and mechanical. There may be more than one source of energy.
- (4) Neutralize all power at its sources. Disconnect electricity and block any movable parts. Release or block spring energy. Drain all hydraulic and pneumatic lines. Lower suspended parts to rest positions.
- (5) Lockout all power sources. Use a lock designed for this purpose.
- (6) Test operating controls. Turn all controls to the "on" position to make certain the power is off.
- (7) Then turn the controls to the "off" position. Double check before beginning any necessary maintenance or repairs.
- (8) Make necessary repairs or perform maintenance.
- (9) Remove locks and restore energy. Restart equipment only after all other workers are at a safe distance. Tools should be removed from equipment and machine guards back in place. Notify other employees that the equipment is on.

Training

- A. The Risk Manager is responsible for the training of all Employees in the correct implementation and maintenance of Lockout. Before a new piece of equipment is used, the Department Head and Associate Facilities manager are responsible for establishing Lockout procedures for its maintenance and training employees in those procedures. All training will be documented on the appropriate form.

Additional Information

All Employees can obtain further information on this written lockout program by contacting the Risk Manager.

- F. Form

Use the attached form for Lockout Reporting.



*Policy SA003 Safety Rules*

*Page 18 of 18*

Lockout Requirements for Location:

A. Specific Equipment    B. Lockout Location    C. Analyzed by

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D. Employee Name    E. Lock No.    F. Signature

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*Policy SA004 Reporting of Accident, Injuries, and Property Damage*    *Page 1 of 4*

Near Miss Situations

- A. A near miss that does not result in injury to anyone, but could have resulted in a major injury or causes damage to property should be reported to the Associate facilities manager within 48 hours. Fill out Attachment 1 and furnish a copy to the Associate Facilities Manager.

Employee Injury- No Third Party Involved.

- A. Employees who are injured should immediately seek such medical attention as is required. Do not hesitate to call for an ambulance if one is needed.
- B. All accidents wherein an employee is injured and no third party is involved should be reported immediately to the Employee's Supervisor. The Supervisor will notify the Employee's Department Head. The Department Head will notify the Human Resources Department for Workers' Compensation purposes. The Department Head should also notify the Associate Facilities Manager.
- C. In the case of a death of an employee, Department Heads should immediately notify the appropriate law enforcement agency, Human Resources, the Associate Facilities Manager and County Legal.
- D. The Department Head should also complete and forward an Accident Report/Investigation Form to Human Resources and the Associate Facilities Manager as soon as is expeditiously feasible. Use Attachment 2.
- E. Drug and/or alcohol analysis as detailed in the County's Drug and Alcohol Policy will be required for employees whose duties require their holding a commercial driver's license or who work in safety sensitive areas.

County Property Damage No Third Party Involved

- A. In the event of an accident involving a County vehicle or County owned property damage only, the Employee will follow the following procedures:
  - Notify proper law enforcement authority of the accident location;
  - Notify County's Associate Facilities Manager by telephone at: (409) 770-2467
  - Notify the Employee's immediate Supervisor;
  - Notify the County Associate Facilities Manager for towing instructions;
- C Complete Vehicle/Property Damage Report. Use Attachment 3.



*Policy SA004 Reporting of Accident, Injuries, and Property Damage Page 2 of 4*

- D. Make no statements to any third party concerning the accident other than such as are required by the proper law enforcement authority, the Associate Facilities Manager, or Legal Department.

Third Party Injury or Property Damage

A. Accident Investigator

The County retains on staff an Accident Investigator, acting under the direction of the County Legal Department. Upon request of the Legal Department, it is the Accident Investigator's responsibility to investigate and review all accidents involving County Employees and/or vehicles and third parties as instructed by the Legal Department.

ALL EMPLOYEES MUST IMMEDIATELY REPORT ALL ACCIDENTS AND DAMAGE OF ANY NATURE CAUSED TO THIRD PARTIES TO THE LEGAL DEPARTMENT.

B. Property Damage of or Injury to Third Parties

In the event of an accident involving property damage of or personal injury to a third party, the Employee should:

- (1) Notify law enforcement authority in the jurisdiction stating that the accident occurred and that property damages or personal injuries have occurred;
- (2) If a third party is injured, the Employee will assist if possible. The Employee will not attempt to move an injured person unless additional danger is imminent, such as fuel spill, fire or explosion;
- (3) After necessary assistance, the Employee will remain clear of accident scene.
- (4) Notify County's Accident Investigator c/o County Legal at the following number:  
(409) 770-5562 (8 a.m. – 5 p.m.)  
(409) 766-2322 (Sheriff Dispatch - all other hours, week-ends and holidays)
- (5) Notify the County Legal Department at (409)770-5562 on first working day after hours, week-ends and holidays;
- (6) Notify the Employee's immediate Supervisor;
- (7) Notify the Risk Manager at (409) 770-2467 for towing instructions of County owned vehicle;



*Policy SA004 Reporting of Accident, Injuries, and Property Damage Page 3 of 4*

- (8) Complete Vehicle Accident Check List. Use Attachment 4.
- C. Make no statements to any third party concerning the accident other than such as are required by the proper law enforcement authority, the Accident Investigator assigned to the County Legal Department or to Employees of the County Legal Department. The Employee will furnish no written reports to any third party other than those required by the Accident Investigator or the County Legal Department.

FAILURE TO COMPLY WITH THESE PROCEDURES MAY SUBJECT YOU OR THE COUNTY TO ADDITIONAL LIABILITY.

Notification Procedures for Accident/Injury/Property Loss-Glove Box Copy

- A. The following form should be posted in each Department's Break Room and must be kept in the glove box of every County Owned Vehicle or Road Equipment that has a storage area for papers.
  - (1) Notification Procedures for Accident/Injury/Property Loss
  - (2) Check for injuries-call 911 if emergency assistance is needed.
  - (3) Contact Local Law Enforcement.
  - (4) Notify Supervisor.
  - (5) Incident Notification Guide
- B. When an incident occurs involving injury to employees, damage to County equipment, or injuries to a citizen not employed by the County, it is important to ensure the proper departments are notified. Please use the following for notification purposes.
  - 1. Injuries to County employees: HR/Workers Comp (409) 770-5352
  - 2. Damage to County buildings or items needing immediate repair:  
Associate Facilities Manager (409) 766-2385
  - 3. Damage to County Vehicles: HR/Associate Facilities/Risk Manager (409) 770-5334
  - 4. For injuries to citizens not employed by Galveston County or damage to property not owned by the County: County Legal (409) 770-5562



## Galveston County Safety Manual

### *Policy SA004 Reporting of Accident, Injuries, and Property Damage Page 4 of 4*

- C. Do Not Discuss These Types of Incidents With Any Person Who is Acting on Behalf of the Other Party, Especially an Attorney or Insurance Adjuster Without First Calling the Legal Department and Obtaining its Approval.
- D. Employee to complete appropriate forms.
- E. Note: Departments are responsible for their own vehicle repairs. Repair of vehicles are to be approved in advance by Associate Facilities Manager.





## Galveston County Safety Manual

DATE RECEIVED: _____ SAFETY REP'S COMMENTS OR SUGGESTIONS:	



## Galveston County Safety Manual

### ATTACHMENT 2

#### ACCIDENT REPORT AND INVESTIGATION FOR EMPLOYEE INJURIES ONLY

(Part 1 Must Be Completed Immediately And Sent To Appropriate Personnel)

##### Part 1

Name of Employee Injured: \_\_\_\_\_ Sex: \_\_\_\_ SS#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Date lost time began: \_\_\_\_\_

Marital Status: \_\_\_\_\_ No. of Dependent Children: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_ a.m. p.m.

Date Employee Reported Injury: \_\_\_\_\_

Treating Doctor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Ph # \_\_\_\_\_

Was employee doing his/her regular job? \_\_\_\_Yes \_\_\_\_No If no, why was job being performed:

\_\_\_\_\_  
\_\_\_\_\_

Address or Location Where Injury Occurred:

\_\_\_\_\_

Name(s) of Witness to Injury (name, address, ph.#) (Attach additional sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_



## Galveston County Safety Manual

Nature of Injury: ☐ Absorption, Ingestion, Inhalation; ☐ Caught In, Under or Between;  
☐ Cut, Puncture, Scrape; ☐ Foreign Matter in Eye; ☐ Slip, Trip, Fall; ☐ Strain;  
☐ Struck Against; ☐ Motor Vehicle; ☐ Other

Part of Body Injured: ☐ Right ☐ Left ☐ Leg ☐ Head ☐ Arm ☐ Back ☐ Hand  
☐ Shoulder ☐ Neck

Employee's Description of Injury (Attach additional sheet if necessary)

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Employee's Signature

Date

Supervisor's Signature

Date

### PART 2

Supervisor's Findings/Remarks (Attach additional sheet if necessary)

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Basic Cause and Contributing Factors (check all that apply)

#### PERSONNEL

#### EQUIPMENT

#### ENVIRONMENT

☐ Unsafe Act

☐ Running/Rushing/Acting

☐ Defective Tools

☐ Lighting

in Haste

☐ Inexperience

☐ Lack of Awareness

☐ Improper Tools

☐ Housekeeping

☐ Unsafe Act of Other ☐ Understaffed

☐ PPE: Used – Yes No ☐ Weather Related

☐ Lack of Training

☐ Horseplay/Distractive Action

Explain/Other: \_\_\_\_\_





## Galveston County Safety Manual

Date of Investigation: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Corrective Action/Preventive Measures Taken or Recommended (Attach additional sheet if necessary)

\_\_\_\_\_  
The preventive measure(s)/corrective action(s) is \_\_\_ temporary. \_\_\_ permanent.

Employee responsible for ensuring corrective measures/actions are taken:

\_\_\_\_\_  
Date Corrective/Preventive Measures Completed: \_\_\_\_\_

Department Head's Signature \_\_\_\_\_

Date \_\_\_\_\_

Associate Facilities Manager Signature \_\_\_\_\_

Date \_\_\_\_\_



## Galveston County Safety Manual

### ATTACHMENT 3

VEHICLE/PROPERTY DAMAGE REPORT  NO THIRD PARTY INVOLVED		
Vehicle or Other Property:		Date of Loss:
Location:		Time of Loss:
County Loss:	Contractor Loss:	Other:
Contractor/Vendor Information:		
Cause of Loss (theft, fire, windstorm):		Police Report #:
Description of Loss:		



## Galveston County Safety Manual

VEHICLE/PROPERTY DAMAGE REPORT

NO THIRD PARTY INVOLVED

Property Involved:

Estimate of Damages:

Were Public Agencies Notified? (Police, Fire, OSHA, etc.)

Additional Comments



## Galveston County Safety Manual

VEHICLE/PROPERTY DAMAGE REPORT

NO THIRD PARTY INVOLVED

Person completing this form:    Date:

Phone #:



## Galveston County Safety Manual

### ATTACHMENT 4

### VEHICLE/PROPERTY ACCIDENT REPORT

#### THIRD PARTY INVOLVED

For accidents involving possible injuries when non-employees are involved:

Name: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Evening Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

For County Employees only:

Sex: \_\_\_\_ Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_ No. of Dependant Children \_\_\_\_\_

Spouse's name \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Was employee doing his regular job? \_\_\_\_ Yes \_\_\_\_ No

If no, explain \_\_\_\_\_

\_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_ a.m. p.m.

Date Reported Injury: \_\_\_\_\_

Treating Doctor's Name: \_\_\_\_\_ Address:

\_\_\_\_\_

Phone # \_\_\_\_\_

Address or Location Where Injury Occurred:

\_\_\_\_\_



## Galveston County Safety Manual

Description of accident:

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Describe Injuries:

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If a motor vehicle accident attach a copy of the police accident report. If no report was taken fill out the following information:

Your vehicle (make/model/year): \_\_\_\_\_ Odometer  
Reading \_\_\_\_\_ License No. \_\_\_\_\_

Unit # \_\_\_\_\_

Insured by: Company \_\_\_\_\_ (If applicable)

Policy Number \_\_\_\_\_ (If applicable)

Other vehicle (make/model/year): \_\_\_\_\_ Odometer  
Reading \_\_\_\_\_ License No. \_\_\_\_\_

Insured by: Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Witnesses (name, address, phone number):

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(if applicable)

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Employee's Signature

Date

Supervisor's Signature

Date

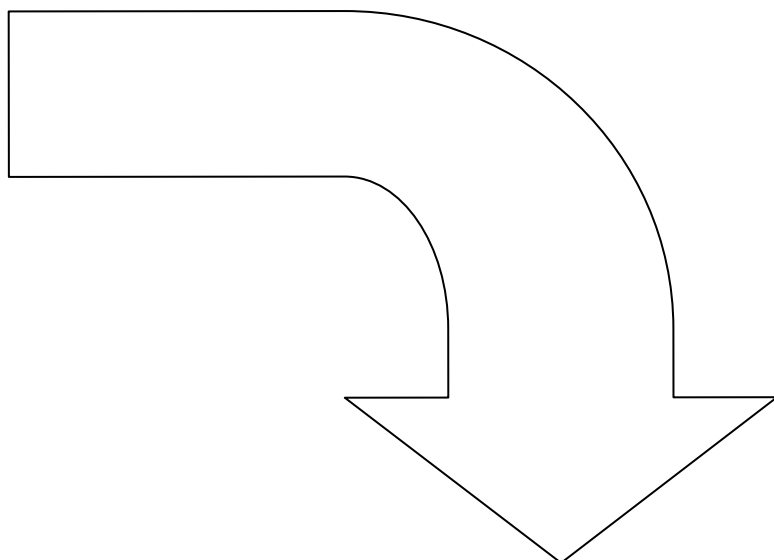
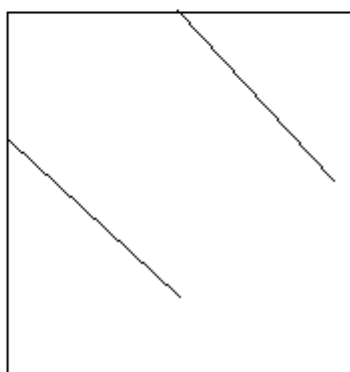
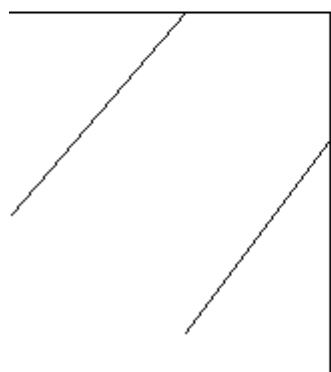
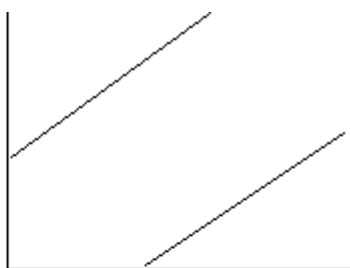
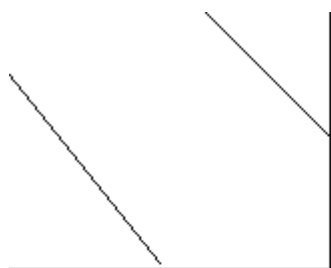
Indicate on this diagram what happened.



## Galveston County Safety Manual

Use one of these outlines to sketch the scene of your accident, writing in street and/or highway names and numbers.

Indicate north by an arrow.





*Policy SA005 Injured Reserves*

*Page 1 of 2*

- A. Unpaid Reserve Deputy Sheriffs and Unpaid Reserve Deputy Constables ("Reserves") volunteer their time and occasionally serve the public as peace officers at the behest of the Sheriff or Constables. It is possible that one such Reserves could become injured during the actual discharge of their official duties. It is also conceivable that such an individual may have inadequate or no medical insurance to reimburse their medical expenses which may be incurred if they are injured while on duty.

Authorized Expenditure

- A. Under §§152.075 and 152.902 of the Local Government Code, unpaid Reserve Deputy Sheriffs and unpaid Reserve Deputy Constables may be reimbursed for reasonable and necessary expenses incurred in the performance of official duties. Medical expenses that are not covered by the Reserve Deputies' other medical policies qualify for this reimbursement.

Coverage Provided

- A. The County will reimburse any Reserves injured while serving the public as a Peace Officer during the actual discharge of their official duties for any un-reimbursed medical expenses incurred. Reserves receiving pay or any other form of compensation or benefit from any third person or entity are not eligible for reimbursement under this Chapter. The County also reserves the right to recover any payments made by the County under this Section from any third party that caused the injury to the Reserve Deputy.

Rules

- A. Reimbursement will apply only to medical expenses that do not exceed the usual and customary charge paid by the County on behalf of its Employees for medical treatment of similar injuries under the county's Health Plan.
- B. Reimbursement will apply only to those reasonable and customary medical expenses that are not paid or covered by any medical insurance plan that affords coverage to the individual.
- C. In the event any such individual recovers damages from a third party by legal judgment, settlement or by other means and such damages include medical expenses paid on his behalf by the County, such individual must reimburse the County for any expenses paid by the County of their behalf.





*Policy SA005 Injured Reserves*

*Page 2 of 2*

- D. Qualified injured Reserves must notify their Supervisor and the Assistant Human Resources Director within thirty (30) days of the date of their injury. Failure to do so could lead to a loss of reimbursement of expenses under this Chapter.
- E. Reimbursement of medical expenses will be administered by the County's Third Party Administrator. Contact Human Resources with any questions.

**Not Workers' Compensation**

- A. The County has not elected to cover Reserves under its Workers' Compensation Policy. This Chapter is not to be construed as providing such coverage.



*Policy HR013 Drug, Alcohol Abuse, and Smoking*

*Page 1 of 3*

- A. It is the intent of the County to eliminate the use, exchange or presence of illegal drugs, and to prevent the misuse of legal drugs or alcohol in County offices, vehicles, facilities, and work sites.
- B. Smoking is prohibited in all County buildings, vehicles and facilities.
- C. The use, manufacture, procurement, distribution, sale, dispensing or possession of illegal drugs is prohibited.
- D. The use of alcohol while on duty is prohibited. Working while under the influence of alcohol is prohibited.
- E. The misuse of legal drugs while on duty is prohibited. Working while under the influence of legal drugs that have been misused is prohibited.
- F. The misuse of substances and materials available in the work place that may result in physical or mental impairment is prohibited.
- G. Employees are prohibited from operating any equipment or motorized vehicles while under the influence of any drug, prescription or otherwise, that interferes with the Employees manual dexterity skills or mental abilities in such a manner that the equipment or motorized vehicle can not be used safely.
- H. An Employee found in violation of this policy is subject to immediate disciplinary action, including dismissal.

ANY EMPLOYEE WHO HAS A PROBLEM WITH THE USE OF ILLEGAL DRUGS, ALCOHOL OR ABUSE OF LEGAL SUBSTANCES IS ENCOURAGED TO SEEK ASSISTANCE FROM THE EAP PROGRAM. EMPLOYEES WHO SEEK SUCH ASSISTANCE WILL RECEIVE NO SANCTION FOR SEEKING SUCH ASSISTANCE.



*Policy HR013 Drug, Alcohol Abuse, and Smoking*

*Page 2 of 3*

Personnel Actions

- A. Within thirty (30) days after receiving notice from an Employee of a criminal conviction involving the illegal use of drugs or alcohol, a Supervisor shall either take appropriate personnel action up to and including termination of the Employee, or require the Employee to participate satisfactorily in the Employee Assistance Program.
- B. Supervisors shall initiate action, after prior review by the Human Resources and the County Legal Department, to take appropriate disciplinary action up to and including termination for a first offense of any Employee who is found to procure, manufacture, distribute, sell, dispense, or possess illegal drugs, or to use such illegal drugs or alcohol when the effects of such use remain during job performance. Disciplinary action will not be taken regarding an Employee who voluntarily identifies himself as a user of illegal drugs or an abuser of alcohol prior to being identified through other means, and who obtains counseling or rehabilitation through the Employee Assistance Program (EAP) and thereafter refrains from using illegal drugs or the abuse of alcohol in accordance with the provisions of this policy.
- C. Supervisors shall not allow any Employee to remain on duty if that Employee is found while on duty, to procure, manufacture, distribute, sell, dispense or possess illegal drugs, or is found to use alcohol or illegal drugs when the effects of such use remain during job performance. However, as part of a rehabilitation or counseling program, a Department Head may allow an Employee to return to duty if it is determined that this action would not pose a danger to fellow Employees or to public health or safety.
- D. Supervisors shall initiate action to remove from employment any Employee who is known to use illegal drugs or alcohol when the effects of such use remain during job performance, and such Employee, after being requested:
  - 1. Refuses to obtain counseling or rehabilitation through the Employee Assistance Program; or
  - 2. Does not thereafter refrain from using illegal drugs or alcohol when the effects of such use remain during job performance.
  - 3. Does not contact and successfully comply within the designated time period with the terms of a treatment plan recommended by EAP.
- E. Supervisors shall treat all medical evaluations and treatments as confidential unless specifically authorized by the Employee to disclose same in writing.



*Policy HR013 Drug, Alcohol Abuse, and Smoking*

*Page 3 of 3*

- F. The determination of a Supervisor or Department Head that an Employee is using illegal drugs and/or alcohol when the effects of such use remain during job performance may be made on the basis of direct observation, or the results of a drug testing program that has been authorized by Commissioners' Court. If drug test results are positive, such results may be rebutted by other evidence that the Employee has not used illegal drugs or alcohol.

**Alcohol and Drug Testing**

- A. Any Employee who may be subjected to disciplinary action because they are believed to be in violation of this chapter may voluntarily request that an appropriate drug or alcohol test be performed. If the Employee requests a test, the County shall pay for the cost of the test. If alcohol use is suspected, the test may be a breathalyzer, urinalysis or blood test. If illegal drug use is suspected, the test must be done by a certified laboratory and may be an immunoassay or a gas chromatograph-mass spectrometer test, both based on a urine sample.
- B. With probable cause, and upon prior review by both Human Resources and the County Legal Departments, a Supervisor may request that the Employee submit to drug testing. If the Employee refuses to submit to the drug test, disciplinary action up to and including dismissal may be taken.



*Policy HR014 – Alcohol and Drug Testing Policy for CDL  
and Safety Positions*

*Page 1 of 17*

- A. The purpose of this policy is to provide for implementation of alcohol and drug testing for Employees performing jobs that require a commercial driver's license (CDL). It also provides for the testing of other safety impact positions not requiring CDLs as designated by the County. This policy is based on the County's commitment to maintain a safe, healthful and productive work environment for all Employees and to ensure the safe and efficient delivery of services to citizens of Galveston County.

Definitions

- A. Accident: An occurrence involving a commercial motor vehicle or any County vehicle or equipment operating on a public road in interstate or intrastate commerce or any other location which results in:
1. a fatality; or
  2. the driver receives a citation under state or local law for a moving traffic violation arising from an accident that involved:
    - a. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
    - b. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

It does not include an occurrence involving only boarding and alighting from a stationary motor vehicle.

- B. The County has chosen to test for drug or alcohol use after all accidents whether or not they involve a fatality or a citation as designated above. However, accidents involving the designations above will result in termination of the Employee. Other accidents will result in referral to the Employee Assistance Program for assessment and treatment.

- C. Disabling Damage: Damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

This includes:

Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.

This does not include:

1. Damage which can be remedied temporarily at the scene of the accident without special tools or parts.



*Policy HR014 – Alcohol and Drug Testing Policy for CDL  
and Safety Positions*

*Page 2 of 17*

2. Tire disablement without other damage even if no spare tire is available.
  3. Headlamp or tail light damage.
  4. Damage to turn signals, horn, or windshield wipers which makes them inoperative.
- C. Alcohol: An intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.
- D. Alcohol Use: Consumption of any beverage, mixture, or preparation, including medications, containing alcohol.
- E. Commercial Driver's License (CDL): A particular type of driver's license required for operators of commercial motor vehicles.
- F. Commercial Motor Vehicle (CMV) A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
1. has a gross combination weight rating of 26,001 pounds or over, including a towed unit with a gross vehicle weight rating of over 10,000 pounds; or
  2. has a gross vehicle weight rating of 26,001 pounds or over; or
  3. is designed to transport 16 or more passengers (including the driver); or
  4. is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).
- G. Controlled Substances: The terms drugs and controlled substances may be used interchangeably. These terms refer to: benzodiazepines, barbituates, methadone, propoxyphene, marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamines). This may also include prescription medications that affect performance in safety-sensitive positions.
- H. Employee Assistance Program (EAP): a program under contract with Galveston County which offers assessment, short-term counseling, and referral services for a wide range of drug, alcohol and mental health programs that affect Employee job performance.



## Galveston County Safety Manual

- I. Evidential Breath Testing Device: A device used for alcohol breath testing that has been approved by the National Highway Safety Administration.

### *Policy HR014 – Alcohol and Drug Testing Policy for CDL and Safety Positions*

*Page 3 of 17*

- J. Five Panel Drug Screen A drug screen that tests for marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamines). This drug screen is used for all drug screen purposes other than safety sensitive positions.
- K. Medical Review Officer (MRO): A licensed physician (medical doctor/doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program.
- L. On-Duty Time: This includes:
  - 1. all time waiting to be dispatched, unless the driver has been relieved from duty;
  - 2. all time inspecting equipment, servicing, or conditioning any CMV or other County vehicle or equipment;
  - 3. all time spent at the driving controls of a CMV or other County vehicle or equipment in operation;
  - 4. all time, other than driving time, spent in or upon a CMV or any other County vehicle or equipment;
  - 5. all time spent supervising, or assisting in the loading or unloading of a CMV or other County vehicle or equipment;
  - 6. all time spent attending a vehicle or equipment being loaded or unloaded;
  - 7. all time spent remaining in readiness to operate the CMV or other County vehicle or equipment;
  - 8. all time spent when giving and receiving receipts for shipments loaded or unloaded;
  - 9. all time spent performing the driver requirements associated with an accident; and
  - 10. all time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- M. Nine (9) Panel Drug Screen: A drug screen that tests for benzodiazepines, barbituates, methadone, propoxyphene, marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamines). This drug screen is used on Safety Sensitive Positions only.



## Galveston County Safety Manual

- N. (Performing) Safety Sensitive Functions: Time period when an Employee is actually performing, ready to perform, or immediately available to perform. Details of specific safety-sensitive functions are referred to in the definition of "On-duty Time".

### *Policy HR014 – Alcohol and Drug Testing Policy for CDL and Safety Positions*

*Page 4 of 17*

- O. Reasonable Suspicion: The belief that the driver has violated the alcohol or controlled substances prohibition, use, or possession based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the Employee.
- P. Refusal: An Employee refuses to take the test by:
1. saying "no" and refusing to take the test.
  2. failing to provide adequate breath or saliva for testing without a valid medical explanation after he/ she has been notified to be tested.
  3. failing to provide adequate urine for controlled substances testing without a valid medical explanation after he/she has been notified to be tested.
  4. engaging in conduct that clearly obstructs the testing process.
  5. failing to make himself/herself available for a test after an accident occurred.
- Q. Regular Employee: An Employee who is not hired on a temporary or seasonal basis who has completed his/her introductory period.
- R. Safety Impact Position: An employment position involving job duties which if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that i) could present a real and/or imminent threat to the personal health and safety of the Employee, or the public or ii) could result in the loss of property rights of those members of the public who are served by such Employees. These positions are not required under the regulations, but are approved at the discretion of the Commissioners' Court.
- S. Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, Employee assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

### Applicability

- A. All applicants for employment with Galveston County who will be required to have a commercial driver's license must execute a request/consent form enabling the Human Resources Department to contact their prior employer to obtain information on alcohol and controlled substance testing they may have undergone during their prior employment.





## Galveston County Safety Manual

- B. All Galveston County Employees who are required to have a commercial driver's license (CDL) are subject to the controlled substance and alcohol testing rules.

### *Policy HR014 – Alcohol and Drug Testing Policy for CDL and Safety Positions*

*Page 5 of 17*

- C. An elected official or department head who employs workers in safety impact positions not requiring a CDL may also require persons in those positions to be subject to the provisions of this policy as long as all persons in the same job classification in the same department are treated in the same manner. This is not a requirement of the regulations, but is done at the discretion of the County and with the approval of the Commissioners' Court.

#### Applicants for Employment

- A. Any applicant for a position with the County which requires alcohol or controlled substance testing who has a positive test result shall be denied employment and is not eligible for reapplication for the same or another position with the County for twenty-four months.

#### Prohibited Alcohol and Controlled Substance-Related Conduct

The following activities are prohibited:

- A. Reporting for duty or remaining on duty to perform safety sensitive functions while having an alcohol concentration of 0.02 or greater.
- B. Being on duty and/or operating a CMV while possessing alcohol.
- C. Using alcohol while performing safety-sensitive functions or during the four (4) hours prior to performing safety-sensitive functions.
- D. When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- E. Refusing to submit to an alcohol or controlled substance suspicion test required by post accident, random, reasonable or follow-up testing requirements.
- F. Reporting for duty or remaining on duty for the purpose of performing safety-sensitive functions when the Employee is using or has used any controlled substance except when a physician has advised him/her that the substance does not adversely affect his/her ability to safely perform a safety-sensitive function. An Employee is required to inform his/her supervisor of any therapeutic drug use.
- G. Being on duty or performing a safety-sensitive function when the Employee's general appearance or conduct or some other substantiating evidence indicates he/she has used alcohol within the preceding four (4) hours.



*Policy HR014 – Alcohol and Drug Testing Policy for CDL and Safety Positions*

*Page 6 of 17*

Consequences to Employee

- A. An Employee, who is known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances is subject to the following consequences.
- B. Employees shall not be permitted to operate a vehicle that meets the requirements of the Texas Department of Public Safety for Commercial Motor Vehicles or those vehicles as designated by County for employees' use in safety impact positions.
- C. Alcohol Use
  - 1. Following an employee's confirmed breath alcohol test of 0.02 or greater, the employee's Department Head shall provide Human Resources with a CDL Driver/Safety Impact Position checklist.
    - a. The first time a Temporary or Seasonal Employee or an Employee who has not completed his/her introductory period who has been tested under random, reasonable suspicion, or post accident testing and who has a breath alcohol result of 0.02 or greater, he/she shall be terminated and given a list of substance abuse groups and/or programs.
    - b. A regular Employee who tests 0.02 or greater on the first test under random and reasonable suspicion testing:
      - 1) shall be considered as needing assistance in resolving problems associated with alcohol, and
      - 2) shall be suspended without pay pending Employee Assistance Program (EAP) assessment and referral, and
      - 3) shall be subjected to an additional medical leave period until the treatment program is completed unless a position is available within his/her department into which he/she can be relocated which does not involve performing safety sensitive functions. If the Employee has sick leave or vacation accruals, they may be used during the additional medical leave period.
    - c. Following the receipt by Human Resources of a confirmed breath alcohol test of 0.02 or greater, the Employee shall meet with the Human Resources Director or designated representative for referral to the EAP and completion of necessary



## Galveston County Safety Manual

forms. If the Employee does not report to the meeting with the Human Resources Director, he/she will be assumed to have abandoned his/her job and will be terminated.

### *Policy HR014 – Alcohol and Drug Testing Policy for CDL and Safety Positions*

*Page 7 of 17*

- d. Following the meeting with the Human Resources Director or designated representative, the Employee shall be referred to the EAP for assessment and treatment and possible further referral to a Substance Abuse Professional (SAP). The Employee must contact the EAP within 48 hours from the time he/she meets with the Human Resources Director or designated representative and signs the release form for the EAP or he/she will be terminated and not be eligible for rehire for the same or another position with the County for a period of twenty-four (24) months.
- e. An Employee who completes the treatment program recommended by the SAP must follow The County of Galveston Alcohol and Drug Testing Policy, Section E regarding return to work in a CDL position or safety impact position.
- f. If an Employee does not comply with the terms of or complete the treatment plan recommended by his/her SAP within the time period recommended by the SAP, he/she will be terminated and will not be eligible for rehire for the same or another position with the County for a period of twenty-four (24) months.
- g. An Employee who completes the treatment plan and is returned to work shall be subject to at least 6 follow-up tests in the following 12 months, or as directed by the SAP in addition to those tests required under random testing.
- h. An Employee tested after referral to a SAP, who shows a breath alcohol level of 0.02 or greater, will be terminated and given a list of substance abuse groups and/or programs.
- i. A regular Employee who has a breath alcohol of 0.02 or greater as a result of a post-accident test shall either be terminated or referred to the EAP depending on the type of accident as discussed under the Post-Accident section of this policy.
- j. Any Employee who refuses a test shall be considered to have received a test result of 0.02 or greater and will be terminated and given a list of substance abuse groups and/or programs. Any such Employee will not be eligible for rehire in the same position or another position with the County for a period of twenty-four (24) months.

#### D. Controlled Substance Use



## Galveston County Safety Manual

Following an Employee's confirmed positive controlled substance test, the Employee's Department Head shall provide Human Resources with a CDL Driver/Safety Impact Position checklist.

### *Policy HR014 – Alcohol and Drug Testing Policy for CDL and Safety Positions*

*Page 8 of 17*

1. Any applicant for a position with the County which requires controlled substance testing who has a positive test result for controlled substances shall be denied employment and will not be eligible for employment with the County for a period of twenty-four (24) months.
2. The first time a Temporary or Seasonal Employee or an Employee who has not completed his/her introductory period who has been tested under random, reasonable suspicion, or post accident testing and who has a positive test result for controlled substances, he/she shall be terminated and given a list of substance abuse groups and/or programs. Also, such Employee will not be eligible for rehire in the same or any other position with the County for a period of twenty-four (24) months.
3. A Regular Employee who has a positive controlled substances test result on the first test under random and reasonable suspicion testing:
  - a. shall be considered as needing assistance in resolving problems associated with controlled substances, and
  - b. shall be suspended without pay pending Employee Assistance Program (EAP) assessment and referral, and
  - c. shall be subjected to an additional medical leave period until the treatment program is completed unless a position is available within his/her department into which he/she can be relocated which does not involve performing safety sensitive functions. If the Employee has sick leave or vacation accruals, they may be used during the additional medical leave period.
4. Following the receipt by Human Resources of a confirmed positive controlled substances test result, the Employee shall meet with the Human Resources Director or designated representative for referral to the EAP and completion of necessary forms. If the Employee does not report to the meeting with the Human Resources Director, he/she will be assumed to have abandoned his/her job and will be terminated. Also, such Employee will not be eligible for rehire in the same or any other position with the County for a period of twenty-four (24) months.



*Policy HR014 – Alcohol and Drug Testing Policy for CDL  
and Safety Positions*

*Page 9 of 17*

5. Following the meeting with the Human Resources Director or designated representative, the Employee shall be referred to the EAP for assessment and treatment and possible further referral to a Substance Abuse Professional (SAP). The Employee must contact the EAP within 48 hours from the time he/she meets with the Human Resources Director or designated representative and signs the release form for the EAP or he/she will be terminated. Also, such Employee will not be eligible for rehire in the same or any other position with the County for a period of twenty-four (24) months.
6. An Employee who completes the treatment program recommended by the SAP must follow The County of Galveston Alcohol and Drug Testing Policy, Section E regarding return to work in a CDL position or safety impact position.
7. If an Employee does not comply with the terms of or complete the treatment plan recommended by his/her SAP within the time period recommended by the SAP, he/she will be terminated. Also, such Employee will not be eligible for rehire in the same or any other position with the County for a period of twenty-four (24) months.
8. An Employee who completes the treatment plan and is returned to work shall be subject to at least 6 follow-up tests in the following 12 months, or as directed by the SAP in addition to those tests required under random testing.
9. An Employee tested after referral to a SAP, who shows a positive controlled substances test result, will be terminated and given a list of substance abuse groups and/or programs. Also, such Employee will not be eligible for rehire in the same or any other position with the County for a period of twenty-four (24) months.
10. A Regular Employee who has a positive controlled substances test as a result of a post-accident test shall either be terminated or referred to the EAP depending on the type of accident as discussed under the Post-Accident section of this policy. Also, such Employee, if terminated, will not be eligible for rehire in the same or any other position with the County for a period of twenty-four (24) months.
11. Any Employee who refuses a test shall be considered to have received a positive controlled substances test result and will be terminated and given a list of substance abuse groups and/or programs. Also, such Employee will not be eligible for rehire in the same or any other position with the County for a period of twenty-four (24) months.
12. An Employee who uses controlled substances his/her physician has advised his/her will affect his/her ability to safely perform a safety-sensitive function may be subject to termination. Also, such Employee, if terminated, will not be eligible for rehire in the same or any other position with the County for a period of twenty-four (24) months.



*Policy HR014 – Alcohol and Drug Testing Policy for CDL and Safety Positions*

*Page 10 of 17*

13. An Employee who uses over-the-counter substances which affect his/her ability to safely perform a safety-sensitive function may be subject to termination. Also, such Employee, if terminated will not be eligible for rehire in the same or any other position with the County for a period of twenty-four (24) months.

E. Refusal to Submit to Testing

An Employee who refuses to submit to testing will not be permitted to perform or continue to perform any safety-sensitive functions. Refusal to submit to testing shall be considered as receiving a positive test result and shall result in termination. Also, such Employee will not be eligible for rehire in the same or any other position with the County for a period of twenty-four (24) months.

F. Assistance and Referral

1. Employees shall be advised of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances.
2. Information concerning the effects of alcohol and drug use on an individual's health, work and personal life; signs and symptoms of alcohol and drug problems; and available methods of intervention are discussed in the Handbook for Substance Abuse and Alcohol Misuse.
3. The rules do not require Galveston County to pay for Employee's rehabilitation or to hold a job open for the Employee.
4. If the Employee is eligible to participate in the health plan, he/she may utilize the benefits of the plan for treatment and counseling subject to the deductibles and co-payments required by the plan. If the Employee requires additional counseling or treatment beyond that provided by the health plan, the Employee is responsible for all such additional treatment and/or counseling. If the Employee is not eligible for coverage under the health plan, he/she is responsible for all costs of counseling and treatment beyond the visits covered by the EAP.

Types of Testing

- A. In order to enhance highway safety, Galveston County will follow the Omnibus Transportation Employee Testing Act of 1991. This Act requires Employees holding a CDL to be tested for use of controlled substances and misuse of alcohol. Galveston County will also exercise its discretion in testing additional positions considered to be safety impact positions.



*Policy HR014 – Alcohol and Drug Testing Policy for CDL  
and Safety Positions*

*Page 11 of 17*

B. The controlled substances to be tested for include either a Five (5) Panel or a Nine (9) Panel Drug Screen. In addition, tests may be conducted for prescription medications that affect performance in safety-sensitive positions. An evidential breath testing device is used for alcohol testing. Controlled substance testing is done by urine specimen collection and testing by a laboratory certified by the National Institute on Drug Abuse (NIDA). The testing procedures and processes are discussed in more detail in the Handbook for Substance Abuse and Alcohol Misuse.

C. The following types of tests are required to be administered:

1. Pre-employment Testing

Pre-employment testing shall be required for all new Employees performing jobs requiring a CDL and all Employees in positions designated as safety impact positions. No Employee shall be allowed to perform a safety-sensitive function for Galveston County, unless he/she has received a controlled substance test result from the MRO indicating a verified negative result.

2. Random Testing for Alcohol/Controlled Substances

- a. Random Testing for alcohol shall be administered at an annual rate of 25 percent of the average number of CDL Employees. The testing shall be unannounced and spread reasonably throughout the calendar year.
- b. Employees shall be tested for alcohol:
  - 1) while they are performing safety-sensitive functions,
  - 2) immediately prior to performing safety-sensitive functions, or
  - 3) immediately after performing safety-sensitive functions.
- c. Random testing for controlled substances shall be administered to 50 percent of the average number of CDL Employees. The testing shall be unannounced and spread reasonably throughout the calendar year.
- d. Employees shall be tested for controlled substances at any time they are at work or on call for Galveston County.
- e. Each Employee selected for random alcohol or controlled substance testing shall proceed immediately to the testing site upon notification of being selected.



*Policy HR014 – Alcohol and Drug Testing Policy for CDL  
and Safety Positions*

*Page 12 of 17*

- f. In the event the Employee selected for a random alcohol or controlled substance test is on vacation or an extended medical absence, Galveston County can either select another Employee for testing or keep the original selection confidential until the Employee returns.
  - g. The DOT may change the testing rates for alcohol and controlled substances for a given year.
- 3. Reasonable Suspicion Testing
  - a. Reasonable suspicion testing shall be administered to Employees when Galveston County has reason to believe the Employee has violated the alcohol or controlled substances prohibitions.
  - b. Alcohol testing is authorized only if the observations are made during, just before or just after the driver performs the safety-sensitive functions.
  - c. If reasonable suspicion is observed but a reasonable suspicion test has not yet been administered, a driver shall not perform safety-sensitive functions until:
    - 1) an alcohol test is administered and the driver's alcohol concentration measures less than 0.02 or
    - 2) 24 hours have elapsed following the determination of reasonable suspicion.
  - d. For the alcohol and controlled substance tests, documentation of driver's conduct and observable symptoms must be prepared and signed by the witness within 24 hours of observed behavior, or before the result of the drug test or alcohol test are released, whichever is earlier.
  - e. If reasonable suspicion is observed but a reasonable suspicion test has not yet been administered within a reasonable time frame following the observation, the following actions shall be taken:
    - 1) If the Employee has not submitted to an alcohol test within two (2) hours, the County shall prepare and maintain on file a record stating the reason a test was not promptly administered.
    - 2) If the Employee has not submitted to an alcohol test after eight (8) hours, attempts to administer the alcohol test shall cease, and documentation shall be prepared and maintained as described above.





*Policy HR014 – Alcohol and Drug Testing Policy for CDL and Safety Positions*

*Page 13 of 17*

- 3) If the Employee has not submitted to a controlled substance test within 32 hours, Galveston County shall cease attempts to administer the test and shall prepare and maintain the record as described above.

4. Post-Accident Testing

- a. Post-Accident Testing shall be conducted as soon as practicable following an accident. Galveston County shall test for alcohol and controlled substances on each surviving Employee of all accidents involving CDL or safety impact positions.

Following a post-accident test resulting in a positive test for controlled substances and/or breath alcohol result of greater than 0.02, the Employee's Department Head shall provide Human Resources with a completed Post-Accident Checklist.

- b. If any Employee has a positive test result for a controlled substance and/or a breath alcohol result of 0.02 or greater following involvement in an accident in which there is a fatality or in which a citation was issued under state or local law for a moving traffic violation arising from the accident in which there was bodily injury requiring medical treatment away from the scene of the accident and/or disabling damage to a vehicle requiring a vehicle to be towed away from the scene of the accident, he/she will be terminated.
- c. If a Regular Employee has a positive test result for controlled substances and/or a breath alcohol result of 0.02 or greater following involvement in all other accidents not meeting the definition above and the Employee has had no prior positive test results for controlled substances or breath alcohol tests of 0.02 or greater, he/she shall be:
  - 1) shall be considered as needing assistance in resolving problems associated with controlled substances and/or alcohol, and
  - 2) shall be suspended without pay pending Employee Assistance Program (EAP) assessment and referral, and
  - 3) shall be subjected to an additional medical leave period until the treatment program is completed unless a position is available within his/her department into which he/she can be relocated which does not involve performing safety sensitive functions. If the Employee has sick leave or vacation accruals, they may be used during the additional medical leave period.



*Policy HR014 – Alcohol and Drug Testing Policy for CDL  
and Safety Positions*

- d. Following the receipt by Human Resources of a confirmed positive controlled substances test result, the Employee shall meet with the Human Resources Director or designated representative for referral to the EAP and completion of necessary forms. If the Employee does not report to the meeting with the Human Resources Director, he/she will be assumed to have abandoned his/her job and will be terminated.
- e. Following the meeting with the Human Resources Director or designated representative, the Employee shall be referred to the EAP for assessment and treatment and possible further referral to a Substance Abuse Professional (SAP). The Employee must contact the EAP within 48 hours from the time he/she meets with the Human Resources Director or designated representative and signs the release form for the EAP or he/she will be terminated.
- f. An Employee who completes the treatment program recommended by the SAP must follow The County of Galveston Alcohol and Drug Testing Policy, Section E regarding return to work in a CDL position or safety impact position.
- g. If an Employee does not comply with the terms of or complete the treatment plan recommended by his/her SAP within the time period recommended by the SAP, he/she will be terminated.
- h. An Employee who completes the treatment plan and is returned to work shall be subject to at least 6 follow-up tests in the following 12 months, or as directed by the SAP in addition to those tests required under random testing.
- i. An Employee tested after referral to a SAP, who shows a positive controlled substances test result and/or a breath alcohol result of 0.02 or greater, will be terminated and given a list of substance abuse groups and/or programs.
- j. Any Employee who refuses a test shall be considered to have received a positive controlled substances test result and/or a breath alcohol test of 0.02 or greater and will be terminated and given a list of substance abuse groups and/or programs.
- k. If this event involves a second positive result for controlled substances or a second breath alcohol result of 0.02 or greater, whether the prior event was post-accident or not, he/she shall be terminated and given a listing of substance abuse groups and/or programs.



*Policy HR014 – Alcohol and Drug Testing Policy for CDL  
and Safety Positions*

*Page 15 of 17*

- l. The Employee subject to post-accident testing must refrain from consuming alcohol for eight (8) hours following the accident or until he/she submits to an alcohol test, whichever comes first. The Employee must remain available for testing, and if he/she is not, his/her lack of availability will be considered as a refusal to take the test.
- m. When an alcohol or controlled substance test has not been administered within a reasonable time frame following the accident, the following actions shall be taken:
  - 1) If the Employee has not submitted to an alcohol test within two (2) hours, the County shall prepare and maintain on file a record stating the reason a test was not promptly administered.
  - 2) If the Employee has not submitted to an alcohol test after eight (8) hours, attempts to administer the alcohol test shall cease, and documentation shall be prepared and maintained as described above.
  - 3) If the Employee has not submitted to a controlled substance test within 32 hours, Galveston County shall cease attempts to administer the test and shall prepare and maintain the record as described above.

Note: Nothing in this section should be construed so as to require the delay of necessary medical attention for injured people following an accident, or to prohibit an Employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

5. Return-to-Duty Testing and Follow-up Testing

- a. Galveston County shall ensure that before an Employee who has engaged in prohibited conduct regarding alcohol misuse returns to duty in a position requiring the performance of a safety-sensitive function, he/she shall undergo a return-to-duty alcohol test indicating a breath alcohol concentration of less than 0.02. Follow-up tests for alcohol shall be performed when he/she is performing safety-sensitive functions, or immediately prior to performing or immediately after performing safety-sensitive functions.
- b. Galveston County shall ensure that before an Employee who has engaged in prohibited conduct regarding controlled substances returns to duty in a position requiring the performance of a safety-sensitive function, he/she shall undergo a return-to-duty controlled substances test indicating a negative result. Follow-up tests for controlled substances may be performed any time the Employee is on duty.



***Policy HR014 – Alcohol and Drug Testing Policy for CDL  
and Safety Positions***

***Page 16 of 17***

- c. The Employee must provide written documentation that he/she has completed the recommended treatment program prescribed by the SAP before performing safety-sensitive functions.
- d. Galveston County shall ensure that the Employee is subject to unannounced follow-up alcohol testing(s) and/or controlled substances testing(s) as directed by the SAP. Testing shall be done by the County's contractor for testing. This testing need not be confined to the substance involved in the violation. This testing is in addition to any random, reasonable suspicion or post-accident testing that may be required.
- e. The Employee shall be subject to a minimum of six (6) follow-up controlled substance and/or alcohol tests in the following twelve (12) months. This may continue for up to 60 months (5 years) if recommended by the SAP.

**A. If you have any questions regarding:**

- 1. Galveston County's Policies and Procedures relating to substance abuse or alcohol misuse,
- 2. Galveston County's adherence to 49 CFR, Part 382, Controlled Substances and Alcohol Use Testing or
- 3. Any of the matters or information you have received regarding Controlled Substance Abuse or Alcohol Misuse, contact: Human Resources Director: 409-770-5350

County of Galveston Positions Requiring A Commercial Driver's License or Holding Safety Impact Positions That the County has Opted to Include:

**FACILITIES (All Safety)**

Facilities Manager	Assistant Facilities Manager
Facilities Maintenance	Facilities Mechanic I
Facilities Mechanic II	Associate Facilities Manager
Lead Operations Specialist	Nuisance Abatement Officer
Facilities Fleet Manager Specialist	Security Guards

**JUVENILE JUSTICE DEPARTMENT (All Safety)**

Deputy Director of Detention Services	Relief Juvenile Supervision Officers
Deputy Director to Special Programs	Juvenile Supervision Officer
Deputy Director of Casework Services	Juvenile Placement Officer
Superintendent of Detention	Juvenile Probation Officers
Juvenile Resource Supervisor	Juvenile Detention Supervisor



*Policy HR014 – Alcohol and Drug Testing Policy for CDL  
and Safety Positions*

*Page 17 of 17*

MOSQUITO CONTROL (All CDL)

Manager Mosquito Control  
Administrative Assistant  
Entomologist  
Mosquito Control Supervisor  
Pilot

Shop Supervisor  
Mechanic II  
Surveillance Inspector  
Spray Operator

PARKS DEPARTMENT /SENIOR SERVICES

Director (Safety)  
Park Planning and Development Manager (Safety)  
District Supervisor (Safety)  
Carpenter (Safety)  
Trades Assistant (Safety)  
Heavy Equipment Operator (CDL)  
Parks Operation Manager (Safety)  
(Safety)Operations Manager (Safety)

Park Maintenance Worker (Safety)  
Senior Parks Maintenance Worker (Safety)  
Parks Caretaker (Safety)  
Painter (Safety)  
Mechanic II (Safety)  
Trades Supervisor (Safety)  
Administrative Services Manager  
Seasonal Park Aide (Safety)

ROAD & BRIDGE DEPARTMENT (All CDL)

Road Administrator  
Shop Foreman Manager  
H.E.O. I  
H.E.O. II  
H.E.O. III  
Public Works Supervisor (Drainage)  
Mechanic Helper  
Road Project Coordinator  
Mechanic II

Road Administrator/Safety Officer  
Drainage Manager  
Paving Manager  
Fleet Manager  
Mechanic I  
Public Works Supervisor (Construction)  
Drainage and Beach Manager  
Public Works Supervisor (Paving)

SEAWALL MAINTENANCE (All Safety)

Seawall Maintenance Manager  
Seawall Maintenance Operator

Public Works Supervisor

SENIOR CITIZENS PROGRAM (Under direction of Director of Parks and Senior Services)

Senior Service Managers (Safety)  
Drivers (CDL)

Case Manager (Safety)  
Center Operations Manager (Safety)

SOCIAL SERVICES PROGRAM (All Safety)

Guardian  
Payee Officer  
Employees who transport clients



*Policy HR016-Use of County Owned Vehicles*

*Page 1 of 11*

- A. This Policy governs procurement, replacement, identification, operation, care and maintenance, insurance and accident procedures for all County-owned vehicles, including law enforcement vehicles, except where otherwise noted. Such vehicles will be utilized as a fleet. With the exception of law enforcement vehicles, County vehicles are to be available for use by all Departments through cooperation.

B. Law Enforcement Exemption

Certain portions of this Policy shall not apply to law enforcement vehicles assigned to the Sheriff's or Constables' Departments. Portions which do not apply are noted throughout this Policy. Such officials shall formulate their own policies regarding identification and usage of vehicles assigned to their Departments.

Vehicle Procurement/Replacement

- A. All County vehicles will be listed by Department. Replacement of these vehicles will follow the below guidelines. Notwithstanding these guidelines, vehicles may be replaced sooner depending on excessive wear and tear or damages incurred by accident or other mishap or later if they are low mileage, well maintained vehicles.

1. Vehicle inventory review will be performed annually.

B. Replacement Policy

Replacement of County vehicles will generally be in accordance with the following guidelines:

1. Law Enforcement Vehicles used in patrol –3 years/80,000 miles; and
2. All other vehicles- 5 years/100,000 miles.

C. Standard Specifications

1. Standard specifications will be developed by the County Purchasing Agent for the following class of County vehicles:

¾ Ton or higher pickup (diesel)	Mid-size sedan
Full size sedan	Full size sedan (police)
Mid-size S.U.V. (4x4)	Passenger van (full-size)
Full-size S.U.V.	Full size S.U.V. (4x4)
Full size pickup (4x4)	Full size Mini-van
Cargo Van (mini)	Cargo Van (full size)



*Policy HR016-Use of County Owned Vehicles*

*Page 2 of 11*

2. Replacement vehicles will meet standard specifications and be white in color.
  3. Permitted exceptions to this standardized Policy are those vehicles requested to be excluded by the Sheriff, Criminal District Attorney and Juvenile Probation Board.
- D. Standard Processing of New Vehicles
1. The following items shall be installed in all vehicles upon delivery:
    - Appropriate markings
    - Safety equipment
    - Roadside emergency kit
    - Radio
    - Inventory tag
    - Self-insured liability insurance card
    - Emergency/Accident/Malfunction procedure list
- E. Disposal of County Vehicles
1. The County will dispose of a County vehicle at the expiration of useful life of such vehicle in order to maximize recovery of the County's initial capital expense. The vehicles will be disposed of in accordance with County's Surplus/Salvage Property Procedures Policy.

Appropriate Markings

- A. Marked Vehicles
1. V.T.C.A., Transportation Code Chapter 721 requires all County vehicles, except permitted exception vehicles, to be identified as belonging to the County. Permitted exception vehicles are those requested as such by the Sheriff, Criminal District Attorney and Juvenile Probation Board. These regulations do not apply to permitted exception vehicles.
  2. County vehicles, other than law enforcement vehicles and other permitted exceptions, shall be marked with a County seal. The seal shall be permanently affixed, 10" in diameter, in black print on a white background with reflective properties. Magnetic seals are not permitted. The Department or division name shall be printed in 2" lettering located directly below the seal.
  3. County law enforcement vehicles will be marked in accordance with the policy adopted by the Sheriff and Constables.



*Policy HR016-Use of County Owned Vehicles*

*Page 3 of 11*

4. No Elected or Appointed Official's name will be permitted to be placed on any vehicles purchased after the adoption of this policy.
- B. Marked County vehicles shall be issued exempt license plates.

Vehicle Operation

General Operating Regulations

1. The following regulations apply to all County vehicles, road equipment or other heavy equipment (collectively, "County vehicles") including law enforcement vehicles unless otherwise noted:
  - a) Use of County-owned vehicles restricted to Employees licensed by the State of Texas to drive the type of vehicle. Annual license status checks with the Texas Department of Texas are subject to being periodically conducted by the Risk Manager to ensure that this condition is met.
  - b) Employees operating County Vehicles must abide by all restrictions listed on their individual driver's license and all applicable motor vehicle laws. Seat belts must be worn at all times.
  - c) Employees operating County Vehicles must be in proper work attire and suitable dressed for their position with the County. Department Heads are responsible for ensuring that their Employees comply with this Regulation.
  - d) All County Vehicles must be in sound mechanical condition and operated in accordance with State Law. In addition, the interior and exterior of the vehicle is to be maintained in a clean condition.
  - e) Back up alarms must be installed on all County Vehicles that are one ton or larger.
  - f) All County Vehicles must be checked before being placed in operation to ensure that tires are properly inflated and all fluids are at their proper levels. In addition, when fueling, shut off engine and, upon completion, log correct information on gasoline logs.
  - g) First aid kits should be maintained in vehicles for use for a minor injury. In addition, County Vehicles should be equipped with safety lights, cones, flags, safety vests and fire extinguishers.





*Policy HR016-Use of County Owned Vehicles*

*Page 4 of 11*

- h) Employees operating County Vehicles must, at all times, utilize correct backing procedures and signals to ground crews. They must also make proper use of traffic cones, barricade placement and traffic control.
- i) Employees operating County Vehicles must always be alert for children at play.
- j) Should a County vehicle become inoperable, immediately pull to the side of the road and contact your Supervisor for towing instructions.
- k) Unattended County vehicles must be properly secured at all times.
- l) County vehicles may not be used to transport loads in excess of those specified by the manufacturer.
- m) County Employees operating County vehicles will responsible for payment of any moving or other traffic violations such as those issued for speeding or illegal parking for which they have been convicted.
- n) Except in limited instances, no personal item may be permanently installed, stored or otherwise used in conjunction with the operation of any County vehicle. Examples include portable radios, cell phones, tool boxes, trailer hitches, and antennas. Exceptions will only be permitted if such personal item is directly job-related and prior written approval for such installation is obtained from the Employee's department Head. Department Heads who grant such authorization must send a copy of the written authorization to the County Purchasing Agent. In addition, the Department Head must advise the Employee that the personal item is being used solely at the Employee's risk. The County will not be responsible for loss of or damage to any personal item stored, located, placed or left within any County vehicle.
- o) Window tinting and use of decals, other than those required by a parking garage or lot, may not be placed on any County vehicle. Exempted are law enforcement vehicles used by the Sheriff for "under-cover", K-9" or Mental Health operations. Also exempted are County vehicles used for the transportation of juveniles.
- p) No political advertising may be carried in or placed on any County vehicle.
- q) County Employees shall not permit non-County Employees to operate County vehicles and related equipment such as frequency radios, mobile phones or other similar mobile equipment, except in emergency circumstances or for purposes of repair.



*Policy HR016-Use of County Owned Vehicles*

*Page 5 of 11*

- r) All passengers in County vehicles must be either County Employees, authorized observers riding in law enforcement vehicles or individuals (including prisoners, arrestees, detainees or probationers) being transported in the furtherance of legitimate County business.
- s) All drivers and passengers in County vehicles must wear seat belts.
- t) No out-of-County travel is permitted unless in conjunction with authorized County business.
- u) No County vehicle may be used for normal commutes out of Galveston County
- v) Personal use of County vehicles, for purposes other than lunch breaks and related incidental purposes, is prohibited. Examples of prohibited personal use include shopping or the running of personal errands when such shopping or errands are the primary purpose of the trip. Should, during normal work shift, an emergency situation arise and an Employee have to leave work to attend to personal business, the Employee may be responsible for any injuries or damage occasioned by an accident.
- w) Law enforcement vehicles may be driven in conjunction with extra jobs, if such jobs are being performed by peace officers and such jobs are sponsored by or at the request of another governmental entity. Examples include Mardi Gras, Kappa Weekend and Ferry detail. In addition, law enforcement vehicles may be used by peace officers to drive to and from extra jobs and for the purpose of transporting individuals arrested as a result of criminal activities observed. No other County vehicle may be used in conjunction with or to commute to and from any extra job.
- x) Use of tobacco products shall not be used in any County vehicle at any time.
- y) Operating a County vehicle while under the influence of alcohol or illegal drugs or while under the influence of legal drugs which impair judgment or motor skills is prohibited.
- z) Department Heads may authorize temporary use of a County vehicle by an Employee of another department.
- aa) County vehicles, with the exception of law enforcement vehicles responding to a call, may not be used to transport County Employees to business establishments whose primary income (i.e., 51% or more) is derived from the sale of alcoholic beverages.



*Policy HR016-Use of County Owned Vehicles*

*Page 6 of 11*

Driver's License Background Checks

A. Prospective Employees

1. A traffic violation background check will be performed on prospective Employees whose future job duties will require operation of a County vehicle or leased vehicle, road equipment or other piece of heavy equipment. This Policy applies regardless of whether such duties are a regular part or incidental to the Employees' job.
2. Prospective Employees with one or more convictions or deferred adjudications, or who have been placed on community supervision (probation) for Driving While Intoxicated, Intoxication Manslaughter, Intoxication Assault or Manslaughter that also involved a motor vehicle, any of which having occurred within the immediately preceding three years, should not be considered for employment.
3. Prospective Employees with one or more convictions or deferred adjudications, or who have been placed on community supervision (probation) for the sale, possession or delivery of a controlled substance or marijuana, any of which having occurred within the immediately preceding three years, should not be considered for employment.
4. Prospective Employees with three or more moving traffic violation convictions or motor vehicle accidents within the immediately preceding three years should not be considered for employment.

Contact the Human Resources Department for further instructions and information regarding this section.

B. Current Employees

1. An annual traffic violation background check will be performed on all Employees whose job duties require them to operate a County vehicle or leased vehicle, road equipment or other piece of heavy equipment excluding lawn mowers and riding mowers. This Policy applies regardless of whether such duties are a regular part of or incidental to the Employees' job.
2. Employees who undergo driving status changes or personnel movements such as transfers, job reassignments, promotions or demotions that require them to operate similar vehicles or equipment, will likewise be required to undergo an annual traffic violation background check.
3. Employees charged with and subsequently convicted of or placed on deferred adjudication or community supervision (probation) of one or more offenses of Driving While Intoxicated, Intoxication Manslaughter, Intoxication Assault or Manslaughter that also involved a motor vehicle, will at a minimum, be prohibited from operating a County



*Policy HR016-Use of County Owned Vehicles*

*Page 7 of 11*

3. vehicle or leased vehicle, road equipment or other heavy equipment during the period of deferred adjudication or community supervision (probation). Should other job assignments not be readily available within the same department, the Employee may also be demoted, suspended without pay or terminated. Convicted Employees who are Incarcerated and unable to report to work will be terminated.
4. Employees charged with and subsequently convicted of or placed on deferred adjudication or community supervision (probation) for the use, sale, possession or delivery of a controlled substance or dangerous drug will at a minimum, be prohibited from operating a County vehicle or leased vehicle, road equipment or other heavy equipment during the period of deferred adjudication or community supervision (probation). Should other job assignments not be readily available within the same department, the Employee may also be demoted, suspended without pay or terminated. Convicted Employees who are incarcerated and unable to report to work will be terminated.
5. Employees convicted of and/or involved in a total of three or more moving traffic violation convictions and/or at fault motor vehicle accidents within the immediately preceding two years will, at a minimum, be prohibited from operating a County vehicle or leased vehicle, road equipment or other heavy equipment. This prohibition shall last until the Employee has successfully completed a twelve month continuous period in which they receive no additional tickets for which they are convicted or are involved in a motor vehicle accident. Should other job assignments not be readily available within the same department, the Employee may also be demoted, suspended without pay or terminated.
6. Employees whose driver's license becomes suspended or revoked for any reason will, at a minimum, be prohibited from operating a County vehicle or leased vehicle, road equipment or other heavy equipment during the period of suspension or revocation. Should other job assignments not be readily available within the same department, the Employee may also be demoted, suspended without pay or terminated.

**Privilege Take-Home Vehicles**

- A. The use of County vehicles for purposes of commuting to and from work ("take-home vehicles") is privilege which is extended to a few non-law enforcement County Employees. As a privilege, it may be revoked at any time for any reason or no reason.
- B. The County recognizes the deterrent effect which law enforcement vehicles help create while being parked overnight in residential neighborhoods. As a result of this benefit,
- C. The County is willing to be more lenient with its take-home policy on such vehicles. Such leniency, however, is not to be interpreted as a waiver of these regulations for the operators of these County vehicles.



*Policy HR016-Use of County Owned Vehicles*

*Page 8 of 11*

Regulations

- D. In consideration of the privilege of operating a take-home vehicle, County Employees agree to abide by the following regulations:
1. No take-home vehicle may be operated for personal use. This includes any side trips or stops that an Employee might make during a commute to and from their normal worksite or during working hours. Examples include stopping for groceries or running personal errands.
  2. Call status notwithstanding, no County vehicle may be driven after normal work hours other than for purposes of direct commute. County Employees contacted while on call status will be paid mileage to retrieve their County vehicle for a call to service.
  3. Standard daily commute mileage will be reported and shown as additional compensation for IRS purposes. The County will follow IRS guidelines and use a rate of \$3.00 per day for 260 days. Employees will be issued an IRS Form 1099.
  4. Whenever possible, take-home vehicles should be secured after hours in a safe location under cover and out of streets and other right-of-ways. Failure to comply with this regulation may subject the County Employee to personal liability for repairs caused by damage to the vehicle.
- E. Defense and Liability Coverage
- Employees authorized to drive County vehicles to and from their homes, operating such vehicles in accordance with the provisions of this Policy, are extended defense and liability (but not Workers' Compensation) coverage.

Vehicle Care & Maintenance – Malfunction/Repairs

- A. Maintenance of County vehicle -Routine maintenance of all County vehicles must meet or exceed those maintenance standards listed by each vehicle manufacturer as required for severe service or commercial use.
- County vehicle must be routinely washed, waxed and kept as clean as possible.
- B. Malfunction of County vehicle- Should a County vehicle break down or otherwise malfunction, the following procedure should, to the extent practicable under the circumstances be followed.



*Policy HR016-Use of County Owned Vehicles*

*Page 9 of 11*

The Employee shall:

1. Pull vehicles to side of the road, or if possible, off the road and onto a well-lit area;
2. Leave vehicle with hazard lights and/or other safety equipment operational;
3. Notify their Supervisor;
4. Contact the Risk Manager for instructions on vehicle towing and repairs; and
5. Attempt no repairs to the vehicle unless otherwise instructed by the Supervisor notified.

C. Repairs to County Vehicles

1. Repairs to County vehicles damaged by accident will, if such damage occurs during the normal course and scope of such Employee's duties, be paid by the County's Self Insurance Fund. Contact the County Legal Department to advise them of the accident and the County's Associate Facilities Manager for further instructions regarding repairs.
2. Damage which occurs to a county vehicle operated by an Employee outside the normal course and scope of County duties (excluding authorized commutes) will be the responsibility of the operator of the vehicle.
3. Minor damages such as loss of wheel covers, scratches, broken windshields or windows caused by flying rocks or other debris, marring or chipping of paint, dents, rust or other similar repairs are considered normal wear and tear. Repairs of such items are to be paid out of the appropriate Department's funds. Contact the County Risk Manager for further instructions concerning repairs.

Vehicle Insurance

A. Self-Insurance/Maximum Exposure

The County is self-insured to the extent of its liability under the Texas Tort Claims Act, for automobile accidents involving Employees driving County vehicles. Such liability is limited to money damages in a maximum amount of \$100,000 for each person and \$300,000 for each single occurrence for bodily injury or death and \$100,000 for each single occurrence for injury to or destruction of property.

B. Defense and Liability Coverage

Defense and liability coverage is extended to Employees driving County vehicles who are acting within the course and scope of their duties regardless of time of day. When an Employee is not within the normal course and scope of his duties and is involved in an automobile accident, the



*Policy HR016-Use of County Owned Vehicles*

*Page 10 of 11*

County will not provide such Employee with a defense or accept any liability for the collision. In addition, the County will not responsible for necessary repairs to the County vehicle. Examples of not being within normal course and scope of duties include using a County vehicle for shopping or the running of personal errands.

C. Recommend Third Party Liability Coverage

Employees assigned County vehicles to be used solely during the Employees work hours, are encouraged to purchase, at their expense, insurance (transferred risk policy) that will afford them third party liability coverage at all times. Failure to do so could subject such Employees to possible conviction for driving without insurance and loss of their driver's license in the event they are involved in an automobile accident or a moving traffic violation wherein County liability and defense coverage is not extended. It is recommended that the amount of coverage, at a minimum, conform to the maximum liability limits to which the County might be exposed under the Tort Claims Act.

D. Mandatory Collision, Comprehensive and Third Party Liability Coverage

As a condition of the privilege, Employees assigned County vehicles who are permitted to use County vehicles also for commuting purposes, are required to purchase, at their expense, third party liability coverage insurance and, to the extent available, collision and comprehensive coverage. The amount of liability coverage must meet, at a minimum, the maximum liability limits to which the County might be exposed under the Tort Claims Act. Failure to obtain such insurance could subject such Employees to possible conviction for driving without insurance and loss of his driver's license in the event he is involved in an automobile accident or a moving traffic violation wherein County liability and defense coverage is not extended. In addition, failure to obtain the mandated insurance will automatically forfeit the privilege of authorized use of the vehicle for commuting purposes. Law enforcement personnel are exempt from this Paragraph.

E. Proof of Coverage

1. Copies of original insurance policies (and renewals thereof) shall be furnished to the County Associate Facilities Manager. Any Employee required to obtain mandatory Collision, Comprehensive and Third Party Liability Coverage shall notify the County Risk Manager immediately upon any changes in the status of such Employee's insurance coverage.

F. Collision Insurance

1. The County will, if economically feasible, maintain a Blanket Umbrella Collision and Comprehensive coverage Policy on the following types of vehicles:  
Vehicles leased for undercover law enforcement purposes;



*Policy HR016-Use of County Owned Vehicles*

*Page 11 of 11*

Vehicles permanently assigned to the County but owned by other governmental entities; and Vehicles valued in excess of \$35,000 (Individual Policy).





*Policy HR027-Emergency Operations*

*Page 1 of 6*

- A. This policy applies to all Employees. This policy may be modified from time to time as necessary.
- B. The citizens of Galveston County depend on County Employees to report to work during and in the aftermath of a disaster to assist in the restoration of essential public services required for the health, safety and quality of life for the citizens of our community.
- C. This policy will be in effect whenever the County Judge or his designee, in accordance with the Emergency Management Plan (EMP), declares that emergency conditions warrant either preparation for, or reaction to a potentially disastrous event. Each emergency situation is unique and while this policy is intended for overall guidance, the County Judge reserves the right to evaluate this policy and issue alternative procedures as dictated by the circumstances of the emergency.
- D. Upon declaration of an emergency, Department Heads are authorized to release Employees in Tiers 2 – 4 from duty as outlined below.
- E. Emergency Operation/Staffing
  - 1. Emergency Workers  
Department Heads are responsible for appointing individual classifications to each of their Employees. Every County Employee will have one of the following classifications. Any Employee classification can be immediately, permanently, or temporarily reclassified upwards or downwards depending on the needs of the County.

Tier 1 – Essential - Employees with specific responsibilities who physically remain in the County at a designated location during an emergency.

Tier 2 – Reserve Essential - Employees who report to or remain on the job preceding an emergency for the preparatory phase and who are subject to being re-designated as needed.

Tier 3 – Re-Entry Essential - Employees who must return to supplement or relieve Tier 1 or Tier 2 Employees immediately up on roads becoming accessible.

Tier 4 – Non-Essential - Employees whose presence is not essential in carrying out the emergency plan. These Employees may not leave their positions until released by their supervisor and must return to work as usual under normal operations after emergency status has ended.



## *Policy HR027-Emergency Operations*

*Page 2 of 6*

2. Non essential Employees not at work are responsible for remaining in contact with their supervisor regarding assignments. They are also to stay abreast of the situation by monitoring radio/television for instructions or by calling the Emergency Operations Center as to when to report to work.

### **F. Adverse Weather Conditions**

1. The County Judge or his designee has the authority to direct all County Employees not to report to work or to leave work if emergency situations such as adverse weather conditions threaten.

### **Emergency Preparation Phase**

- A. County property will be secured and protected and other actions will be taken as necessary in individual departments as required by the County's Emergency Management Plans, and departmental Emergency Plans and Standard Operating Procedures (SOP's).
- B. Department Heads will reconsider and reschedule or cancel, if necessary, all vacations of Tier 1 or Tier 2 Employees who are on approved vacation or are scheduled for vacation.
- C. When assigned tasks under the Preparation Phase are completed in accordance with the Departmental Emergency Plan, Tier 3 and Tier 4 Employees who are released from duty may choose to evacuate. Tier 1 and Tier 2 Employees will be allowed to secure their property and make arrangements for their families at such times as they are scheduled by their Department Head.

### **Emergency Services Phase**

- A. This phase occurs during the emergency situation. Only those Employees whose assigned functions are necessary for the benefit of the general public during the emergency situation will work during the Essential Services Phase. Tier 1 and Tier 2 Employees will not be authorized to evacuate.
- B. Shifts during the Essential Services Phase will be established according to departmental needs. Employees who are assigned on call status must advise supervisors of locations where they can be contacted at all times.
- C. Employees released from work should follow instructions regarding evacuation and shelter applicable to the general public as issued through public notification of evacuation and other disaster actions by the Office of Emergency Management.



## *Policy HR027-Emergency Operations*

*Page 3 of 6*

### Pay Provisions

- A. If an emergency/disaster situation occurs of such magnitude that a Disaster Declaration is issued for the County, Employees, both exempt and non-exempt may be compensated in the following manner:
- B. Non-essential employees released from duty by the County Judge may receive compensation (disaster pay) at their regular rate of pay until the County Judge or his designee declares the date and/or time when all Employees are expected to return to work or the expiration of three (3) working days, whichever event occurs sooner.
- C. Essential personnel performing functions to save lives, protect health, safety and property under the County's Emergency Plan may receive compensation for hours worked during the situation. Hours worked up to 40 hours per week for the duration County offices are closed may be paid overtime at a straight time rate. All hours in excess of 40 hours will be paid at the overtime rate of time and one half.
- D. Law Enforcement Personnel will be paid overtime at a straight time rate for any hours worked up to 86 hours in a two week period for the time County offices are closed. All hours worked in excess of 86 hours will be paid at the overtime rate of time and one half.
- E. Reserve Deputies required to work 16 hours a month if requested to work will be paid overtime paid at a straight time rate for any hours worked up to 86 hours in a two week pay period for the time County offices are closed. All hours worked in excess of 86 hours will be paid at the overtime rate of time and one half. The rate of pay will be suggested by the Sheriff and is subject to the approval of the Commissioners' Court.
- F. If additional days are needed once business has resumed, the Employee may request vacation time or compensatory time off for personal emergency recovery.
- G. Employees not requesting vacation or compensatory time for personal emergency recovery or preparations will have their pay docked and are subject to other disciplinary action.
- H. This policy may be modified as determined necessary. Any such modification will appear in the local disaster declaration issued by the County Judge.

### Return to Duty Phase

- A. By reporting to work on the return to duty date and/or the time specified by the County Judge each Employee meets their responsibility to work with other County Employees as a team in helping to restore the community to normal service levels following a disaster period.



## *Policy HR027-Emergency Operations*

*Page 4 of 6*

### Departmental Responsibilities

A. Department Heads must:

1. Give a copy of this Emergency Policy to their Employees.
2. Identify each position in which Employees in their department are required to work during an emergency. This list of positions and Employees who occupy them must be maintained and posted on the department's official bulletin board or circulated to all their Employees.
3. Develop, post, communicate, and circulate to all their Employees the Standard Operating Procedures (SOP) under each phase of an emergency.
4. Develop, post, communicate, and circulate to all their Employees the Standard Operating Procedures (SOP) under each phase of an emergency.
5. Hold an annual meeting to reiterate to Employees their individual responsibilities and to inform them of any changes in this policy or the SOP.
6. Ensure that all job descriptions state the Emergency Classification of their positions.
7. Complete the "Emergency Preparedness Employee Classification Form" for every Employee. Each Employee must be provided with a copy of their form. The original must be forwarded to the Human Resources Department.
8. Obtain an executed "Employee Acknowledgement Form" from each Employee and return the original form to the Human Resources Department as soon as possible.
9. Remove Employee Information from Blackboard when Employee no longer works for the County.

B. Supervisors must:

1. Assist with the responsibility of the consistent and fair implementation of this policy.
2. Document and initiate any disciplinary action resulting from any violations of this policy.

C. County Employees must:

1. Know his/her responsibility under this policy. Compliance with this policy is mandatory.
2. Be responsible for complying with waiver requests procedures as outlined this policy.



*Policy HR027-Emergency Operations*

*Page 5 of 6*

D. Human Resources Department must:

1. Provide general information about this policy to all new Employees.
2. Maintain the signed originals of the "Employee Acknowledgment Form" and the "Emergency Preparedness Employee Classification Form" in each Employee's personnel file.
3. Documentation of any disciplinary action in the affected Employee's personnel file.
4. Maintain an original copy of any submitted "Waiver Request Forms" in the Employee's confidential file.

E. Emergency Management Office

The Emergency Management Coordinator will provide assistance to departments in planning and coordinating the activities for the preparation and initial services phases to ensure consistency with the County Emergency Plan.

Waivers

- A. If an Employee has personal circumstances which would affect his/her ability to work during any phase of this Policy, he/she must file a "Waiver Request Form" with his/her Department Head upon employment or within 30 days of the onset of the extenuating circumstances. Waiver requests will be reviewed and approved/disapproved by each Department Head and such decision will be forwarded to Human Resources.
- B. Factors that may be considered for a waiver include but are not limited to:
1. An Employee who is a single parent with primary responsibility for a child or children under the age of 17 or who needs to care for an elderly family member.
  2. An Employee who personally suffers from serious health problems, has a physical impairment, or who has primary responsibility for a family member under similar circumstances.
  3. In families where both husband and wife work for the County and are classified as Tier 1 or Tier 2 Employees, only one must comply with this policy at their discretion.
  4. Tier 1 and Tier 2 Employees who have a spouse employed by another governmental entity, hospital, or other essential public service provider, and who must report under comparable policy requirements.



*Policy HR027-Emergency Operations*

*Page 6 of 6*

Policy Violations

- A. Employees are in violation of this policy if they:
  - 1. Refuse to perform assigned duties required by this policy or to disobey any order made or direction given by a supervisor under this policy.
  - 2. Fail to report for duty as directed during any applicable phase of this policy.
  - 3. Fail to abide by County Policy, Departmental Rules or regulations, and Standard Operation Procedures.
- B. Violation of this policy will result in disciplinary action up to and including dismissal.



## Galveston County Safety Manual

### Emergency Preparedness - Employee Classification and Information Form

Name: _____		
_____ Last	_____ First	_____ Middle
Department: _____	Date of Employment: _____	
Division: _____	Social Security No.: _____	
Job Title: _____	Position No.: _____	
Home Phone: _____	Alternate Phone: _____	
Cellular Phone: _____	Pager No.: _____	
Home Address / City, State / Zip Code: _____		
Alternate Address: _____		
<b>JOB CLASSIFICATION</b>		
_____ Tier 1 ESSENTIAL – Employee with specific responsibilities who remain in the County on the job or at a designated location during an emergency.		
_____ Tier 2 RESERVE ESSENTIAL – Employees who report to or remain on the job as instructed preceding an emergency for the preparatory phase and are subject to being re-designated by their Department Head as needed.		
_____ Tier 3 RE-ENTRY ESSENTIAL – Employees who must return to supplement or relieve Tier 1 or Tier 2 Employees when roads are accessible.		
_____ Tier 4 NON-ESSENTIAL – Employees whose presence is not essential in carrying out the Emergency Plan, but who cannot leave their positions until released by their supervisor and must return to work as usual under normal operations after emergency status has ended.		
THIS JOB CLASSIFICATION IS A PART OF THE JOB DESCRIPTION.		
_____	_____	_____
Employee Signature	Supervisor Signature	Department Head Signature
_____	_____	_____
Date	Date	Date
<b>Instructions:</b>		
Return original signed for to the Human Resources Department for placement in Employee Personnel File. Give copy to Employee and retain copy for departmental file.		
Appendix 1		



## Galveston County Safety Manual

### Galveston County Employee Hurricane Location Plan Form to Be Included with Departmental Emergency Management Plan

We urge you to make a plan for evacuation. Know where you are going to go and have an emergency kit loaded with food, water, medications, first aid kit, etc, ready to take with you.

Date \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_

Phone (home) \_\_\_\_\_

(Pager/cell): \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Where will you go for a hurricane evacuation? \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Please note a name and telephone number of a person to contact where we can leave a message for you. This should be a number outside of the Houston/Galveston area where we will be able to leave a message for you that you will retrieve on a daily basis.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Note for Program Managers/Supervisors:

This form should be kept by program managers and/or supervisors. A copy should be sent to Human Resources, attention Kathy Branch.

New form October 1, 2011